



COMDTINST M4050.6
21 JAN 1994

COMMANDANT INSTRUCTION M4050.6

Subj: COAST GUARD PERSONAL PROPERTY TRANSPORTATION MANUAL

1. PURPOSE. This manual is intended to clarify and standardize the transportation of household goods, unaccompanied baggage, privately owned vehicles, and mobile homes, for military and civilian personnel. It provides guidance on the transportation and storage of personal property authorized by the Joint Federal Travel Regulations, (JFTR), Volume 1, for military personnel and DOT Order 1500.6 (series) Travel Manual, for civilian personnel. The intended users of this information are the Transportation Offices of Personal Property Shipping Offices (PPSO's) and Personal Property Processing Offices (PPPO's).
2. ACTION. Area and district commanders, commanders maintenance and logistics command, commanding officers of headquarters units, Chiefs of Offices and special staff divisions at Headquarters and Commander, Coast Guard Activities Europe shall ensure compliance with the provisions of this instruction.
3. DIRECTIVES AFFECTED.
 - a. The provisions of this manual supplement the JFTR and DOT Travel Manual, but do not take the place of any provisions of those publications. If there appears to be a conflict between this manual and the JFTR or the DOT Travel Manual, the provisions of the JFTR or the DOT Travel Manual must be followed.
 - b. Commandant Instruction M4600.11 is cancelled in its entirety.
4. DISCUSSION. This manual is issued for the information and guidance of all persons providing personal property transportation services for Coast Guard sponsored shipments. This manual parallels in style and content the Navy Transportation of Personal Property Manual, NAVSUP Publication 490. Commandant (G-PMP-2) may authorize, in writing, deviations from the instructions contained herein, provided the matter concerned is entirely under the cognizance of the Commandant, U. S. Coast Guard.
5. PROCEDURES. Transportation Officers, PPSO'S AND PPPO's, must utilize this manual when counselling Coast Guard members to ensure adherence to Coast Guard policy. When a specific paragraph of the JFTR does not require further clarification or implementation, this is indicated by an asterisk (*).
6. CHANGES.
 - a. Commandant (G-PMP-2) must be apprised of any area which appears to conflict with the JFTR or DOT Travel Manual.
 - b. Comments and recommendations pertaining to this manual are invited and should be addressed to Commandant (G-PMP-2).
7. FORMS AVAILABILITY. All Coast Guard and DOD forms listed in this manual are maintained at PPSO's and PPPO's and will be issued to members at time of counselling.

/s/ J. M. LOY
Chief, Office of Personnel
and Training

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CHAPTER 1
INTRODUCTION AND DEFINITIONS

1000 STATUTORY AUTHORITY

Title 37 U. S. Code contains the basic authority for the transportation of HHG and mobile homes of military personnel. Title 10 U. S. Code contains the basic authority for the transportation of POV's of military personnel. Title 5 U. S. Code contains the basic authority for the transportation of HHG, mobiles, homes, and POV's of civilian employees. Title 14 U. S. Code contains basic authority for DITY moves for Coast Guard military personnel.

1001 REGULATOR AUTHORITY

The regulatory authority for shipment and storage of personal property for military members is contained in the JFTR. Coast Guard administrative instructions, implementing the basic regulations, are contained in this publication. These implementing instructions are keyed to the pertinent paragraph numbers in the JFTR.

1002 CLARIFICATION OR WAIVER OF REGULATIONS

The provisions of the JFTR and the administrative instructions contained herein are intended to encompass all contingencies and circumstances in connection with the transportation of personal property at Government expense. The provisions of the JFTR have the force and effect of law and may not be waived by administrative action. Commandant (G-PMP-2) may authorize or approve shipments of personal property for Coast Guard military personnel only in those cases specified in the JFTR. Requests for clarification or interpretation will be referred to Commandant (G-PMP-2), U. S. Coast Guard, 2100 Second St., SW, Washington, DC 20593-0001. Requests for similar clarification or interpretation for civilian personnel should be referred to Commandant (G-PCV-4), U. S. Coast Guard, 2100 Second St., SW, Washington, DC 20593-0001.

**1003 APPOINTMENT OF PERSONAL PROPERTY TRANSPORTATION
OFFICER, TRANSPORTATION OFFICER'S AGENTS AND ACTING
TRANSPORTATION OFFICER**

1. Personal Property Transportation Officer (PPTO): As required at each MLC/district/unit at which it is necessary to obtain transportation service from commercial carriers for shipment of a member's personal property, a fully qualified person (civilian or military) will be appointed by MLC/District Commanders or Commanding Officers, Coast Guard Headquarters Units, as PPTO. The term "personal property transportation officer" applies to

any individual performing traffic management functions. The term should be the organizational title of the individual and MLC/district/unit should be organized to reflect the term and the function.

2. **Transportation Officer's Agent (TOA):** Upon request of the appointed PPTO, one or more qualified persons (civilian or military) may be appointed by the local commanding officer as "transportation officer's agents)" and act as assistant(s) to the PPTO. In the performance of assigned duties, under the terms of the appointment, a transportation officer's agent will sign transportation documents in the following manner:
 - a. When transportation documents or annotations on the documents are required to be signed by the TOA in the name of the PPTO or issuing officer and the name and the title of the appropriate officer are shown on such documents, the signature of the TOA will be followed by "TOA for PPTO". When the appropriate officer's name and title are not shown on the transportation document, the signature of the TOA will be followed by a legend similar to the following: "TOA for J. DOE, LT, USCG, PPTO."
 - b. When the TOA is authorized to sign transportation documents in the performance of transportation functions, only the TOA's signature, name, and title need appear.
3. **Transportation Officer With Limited Authority:** Civilian or military personnel may be appointed by the local commander or commanding officer as transportation officers for the purpose of performing limited transportation duties such as issuance of transportation requests and/or meal tickets for their own travel and for other persons when traveling as a group.

1004 DUTIES AND RESPONSIBILITIES

A PPTO is responsible for the following traffic management duties:

1. Liaison with Local Carriers: Official liaison with all carriers serving the MLC/district/unit and for local arrangements necessary for the movement of property and persons by commercial carriers;
2. Custody and Shipments: Custody and centralized control over all outbound shipments from the time released by the member to the carrier; and all inbound shipments until the time delivered by the carrier to the member;
3. Bills of Lading: Custody of, accounting for, issuing of Government bills of lading; and converting commercial bills of lading;

4. Transportation Control and Movement Document (TCMD): Preparation and transmission of a TCMD for each shipment from the activity as required by MILSTAMP, DOD Regulation 4500.32-R, for shipments entering the Defense Transportation System (DTS);
5. Routing and Expediting: Routing, tracing, expediting, consolidating, diverting and obtaining shipping releases in accordance with applicable directives;
6. Transportation Requests and Meal Tickets: Custody, accounting for and issuing of transportation requests and meal tickets;
7. Travel Service:
 - a. Furnishing travel information and obtaining passenger accommodations for persons traveling on official business in commercial/military carrier equipment; arranging for routing and ticketing of commercial transportation, including scheduled, charter and contract service;
 - b. Furnishing travel information and, when required, assisting in obtaining passenger accommodations for military personnel traveling on authorized leave, liberty, furlough or pass by all transportation modes;
 - c. Furnishing information for use of rental vehicles by TEMDU/TAD travelers;
8. Packing, Crating, Marking: Providing technical advice for assuring conformity with packing, crating, marking, storage, dimensional clearance and weight limitations of shipments;
9. Loading and Unloading: Technical supervision of loading, unloading, ensuring cleanliness of carrier's equipment and prompt release of equipment to avoid demurrage or detention charges;
10. Re-weigh of Shipments: When requested by the member or shipment is known to exceed the member's weight entitlement, ensure shipments are re-weighed in accordance with PPTMR;
11. Schedules, Services and Charges: Maintaining familiarity with schedules, services, facilities, rates, fares, charges and traffic agreements of commercial carriers as published by appropriate authority;
12. Demurrage Records: Maintenance of demurrage and detention records and accounts;
13. Reporting Information for Negotiation Purposes: Reporting of planned volume movements and other opportunities for negotiations with commercial carriers;

14. Reports: Preparing and forwarding transportation reports and information required by higher authority: e.g., Commandant (G-PMP-2), Office of the Secretary of Transportation, General Services Administration (GSA), or the Military Traffic Management Command (MTMC);
15. Traffic Management Advice: Providing or assuring the provision of traffic management advice to officials responsible for making decisions pertaining to procurement and distribution actions and the movement of personnel;
16. Request for Field Assistance Visits: Initiating request for field assistance visits to be made by the appropriate MTMC Office whenever traffic management problems pertaining to procurement or the movement of material or personnel warrant person to person contact. Funding request will be submitted to Commandant (G-PMP-2). MTMC will provide assistance visits at no cost if the visit is in conjunction with other official DOD business;
17. Initiating and Receiving Shipments of Property: Initiating and receiving shipments of property for which the Coast Guard pays the transportation charges or in which the Coast Guard has an interest;
18. Exercising Sound Traffic Management: Moving all traffic at the most economical overall costs to the Government consistent with delivery and mission requirements;
19. Keeping familiar with local transportation resources: Knowing capabilities in order that personal property and passengers may be moved by the most effective and economical modes and routes;
20. Assistance from MTMC, or Commandant (G-PMP-2): PPTO's may request technical advice and support from MTMC Area Commands or Commandant (G-PMP-2) in the event assistance is needed in performing their traffic management duties.

1005 AUTHORITY OF THE COMMANDANT

Commandant (G-PMP-2) is the designated representative of the Secretary of Transportation for the purpose of authorizing or approving shipments of personal property made by Coast Guard units providing personal property transportation services for Coast Guard military personnel under the provision of the JFTR. Requests for clarification or interpretation of the JFTR will be referred to Commandant (G-PMP-2), U. S. Coast Guard, 2100 Second St., SW, Washington, DC 20593-0001. Request for similar clarification or interpretation of DOT ORDER 1500.6 (series), Travel Manual, for civilian personnel should be referred to Commandant (G-PCV-4), U. S. Coast Guard, 2100 Second ST., SW, Washington, DC 20593-0001. For the following specific conditions, requests must be in writing (letter or message) and contain sufficient information to enable an informed decision to be made:

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1. Shipment of HHG to Puerto Rico, Alaska, Hawaii or any territory or possession of the United States incident to orders to unusually arduous sea duty or restricted duty overseas (U5350-D, U5350-E, U5370-E3, and U5370-E4);
2. Shipment of HHG to any location outside the United States incident to orders to a restricted overseas duty station (U5350-D and U5370-E);
3. Shipment of HHG in cases of indeterminate temporary duty (U4755);
4. Reshipment from storage or designated location to the new overseas duty station (U5350);
5. NTS of HHG in connection with orders to duty in a remote housing shortage area (U5380-H);
6. Shipment of articles acquired after the effective date of orders (JFTR, Appendix A);
7. Shipment of HHG via commercial air in preference to other modes which would produce a lower overall cost to the Government (U5320-A);
8. Shipments of UB weighing in excess of 1,000 pounds net via commercial air (U5320-B);
9. Extensions of temporary storage beyond 270 days for reasons beyond the members control (U5375-B3b);
10. NTS of HHG in lieu of shipment when considered to be in the best interest of the Government, even though more costly than shipment (U5380-C);
11. Shipment of HHG upon assignment to a duty station to which shipment of HHG is prohibited or restricted, to unusually arduous sea duty or duty under unusual circumstances (U5350-D, U5350-E, U5370-D, and U5370-E);
12. Extension of time limitation for shipment of personal property in "other deserving cases" (U5365-F);
13. Extension of time limitation for shipment or storage of personal property in casualty situations (U5372-B, U5380-L, U5455-E, and U5545-B);
14. Extension of time limitation for shipment and/or storage of personal property for members who are hospitalized or undergoing treatment upon retirement (U5365-D and U5458);
15. Extension of time limitation for shipment and/or storage of personal property for members pursuing education or training on retirement (U5365-E);

16. Initial and further extension of time for shipment or storage of personal property incident to retirement, placement on the temporary disability retired list, discharge with severance pay, involuntary release to inactive duty with readjustment pay (U5365-D, U5365-E, and U5365-F) to include "travel and transportation allowances" in approvals of request for time limit extensions (U5130-B2 or U5130-B3);
17. Transportation of a USPOV as a replacement POV (U5410-C). Also, transportation of a FPOV when the overseas commander has determined that the original vehicle shipped or purchased overseas is lost, destroyed, or not suitable for shipment (U5415-B3, items e, f, and g);
18. Authorize shipment upon a subsequent PCS between PDS's outside CONUS, shipment from the designated location in CONUS or place of NTS, to the current PDS in the case of an IPCOT (U5350-A1);
19. Authorized transportation of a POV overland incident to a PCS within CONUS when the member is physically unable to drive a POV, or there is insufficient time under JFTR, par. U5160, for the member to drive a POV from the old to the new PDS and report to the new PDS as ordered (U5410-F);
20. Extension of the 180 day time limitation for shipment of HHG, and mobile homes incident to separation, for more than 30 days beyond the 180 day time limit (U5360-G1).

**1006 AUTHORITY OF THE PERSONAL PROPERTY TRANSPORTATION
OFFICER (PPTO)**

The Commandant hereby delegates authority for PPTO's to authorize or approve requests for shipment and/or storage of personal property for Coast Guard personnel under the following specific conditions:

1. Additional 90 days temporary storage after the first 90 days and additional storage after the 180 days in the case of temporary duty or deployment (U5375-B);
2. NTS incident to assignment to sea duty, overseas duty, or duty at a station to which HHG are prohibited or restricted or completion of temporary duty at an intermediate station (U4770-C and U5380-L);
3. Additional NTS after the first 90 days incident to orders to a PDS located at or in the vicinity of the place of NTS (U4770-C, U5345-I, and U5380-L, Situation 7);
4. Arrangement of "Special" storage in connection with temporary duty or deployment for more than 90 days (U4770-B);

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5. Conversion of type of storage from temporary to nontemporary (U5375-D); and from nontemporary to temporary (U5380-D);
6. Determination of place of NTS of personal property (U5380-B);
7. Extension of time limitation of 30 days or less for shipment of HHG incident to separation (U5360-G) and for shipment of mobile homes incident to separation (U5505-C);
8. NTS in lieu of shipment when the overall cost for shipment to the authorized destination is greater than the overall costs for NTS (U5380-C);
9. When authorized or approved by Commandant (G-PMP-2), reship HHG which have been shipped improperly or otherwise have become unavoidably separated from member through no fault of the member (U4725-B, U4725-C, and U5330-D);
10. Reshipment of personal property from NTS or designated location in CONUS to new overseas duty station or current PDS in the case of an IPCOT, incident to overseas PCS assignment (U5350-A1);
11. Reshipment from a designated location to an overseas duty station (U5350-A);
12. Reshipping from NTS incident to orders to sea duty or duty overseas (U5350-A1);
13. Return transportation of HHG to an overseas duty station incident to unusual or emergency circumstances in official or personal situations (U5370-B2 and U5370-D6);
14. Temporary storage in connection with shipment from NTS on retirement, placement on temporary disability retired list, discharge with severance pay or involuntary release to inactive duty with readjustment pay (U5365-C and U5380-K);
15. Extension of temporary storage up to 270 days, for reasons beyond the member's control (U5375-B3);
16. Transportation of a POV from overseas to CONUS to the port serving the ultimate overseas duty station under the conditions prescribed in (U5435-C, item 2);
17. Shipment of personal property prior to issuance of orders (U5330-G);
18. Transportation of POV's to and from overseas (U5400).

1007 DEFINITIONS JFTR, VOLUME 1, APPENDIX A

The following amplifies selected JFTR definitions as indicated in JFTR, Appendix A:

1. ARTICLES INTENDED DIRECTLY OR INDIRECTLY FOR PERSONS OTHER THAN THE MEMBER OR MEMBER'S IMMEDIATE FAMILY. Members stationed in CONUS must have an entitlement (i.e., PCS or retirement orders) to ship HHG to a former spouse even though the HHG are technically no longer the member's; however, a member may not be forced to use the entitlement to do so. HHG may remain in NTS for a "reasonable time" (not to exceed the member's entitlement period) after a court awards the HHG to an ex-spouse. Any excess charges incurred by a service member as a result of using the entitlement to ship HHG to a divorced spouse at an alternate location must be borne by the member (61 Comp. Gen. 180 (1981)).
2. ARTICLES ACQUIRED AFTER EFFECTIVE DATE OF ORDERS. Shipment of articles acquired after the effective date of orders (JFTR, Appendix A) is not permitted, except as provided in JFTR, Appendix A, (HHG). The request for shipment of articles purchased in the United States after the effective date of orders, for use at an overseas duty station, must be submitted by the member via the PPTO. The request must be submitted by a means of communication that will permit sufficient time for review by Commandant (G-PMP-2) prior to initiation of the shipment. When permission to ship is received, the PPTO must make an appropriate notation on the DD Form 1299. Shipment of bona fide replacements of articles which have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders, but prior to the date of release, does not require special authorization.
3. DATE HHG ARE ACQUIRED. The term "acquired" in connection with shipment of HHG is the date "title" to the HHG is passed to the member. Title passes when physical delivery of the HHG is accomplished, unless there is explicit agreement to the contrary, specifying some other date. In those specific cases when a member has ordered or contracted for the purchase of articles of HHG to be manufactured and in the absence of other explicit agreement or conclusive evidence, such articles will be considered as "acquired" for entitlement purposes when manufacture has been completed and articles are physically available for shipment.
4. EFFECTIVE DATE OF HOMEPORT CHANGE. The effective date for a homeport change is the date specified in the Office of Law Enforcement and Defense Operations, (Commandant (G-O)) message, issued by Office of Law Enforcement and Defense Operations), changing the homeport of a ship, ship-based staff, or other afloat-based mobile unit, or permanent station location of a shore-based mobile unit.
5. EXPEDITED MODE OF TRANSPORTATION. Air transportation is an expedited mode which should be used only on an exception basis. When the PPTO has confirmed the need for an air shipment, clearance will be obtained from Commandant (G-PMP-2).
6. HIGH VALUE. High value is the term used for those items of personal property which in the member's opinion have a value of \$200 or more (per item) and which normally would not appear as separate line items on the carrier/contractor prepared inventory.

NOTE: member is required to prepare an inventory and be prepared to produce evidence of both ownership and current value should it become necessary to do so in support of an eventual loss or damage claim.

7. HOUSEHOLD GOODS.

Items included:

- a. All personal property associated with the home and all personal effects belonging to a member and the member's dependents on the effective date of the member's temporary or PCS order which can be legally transported and accepted as HHG by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority, except as otherwise indicated;
- b. Spare parts for a POV (extra tires, wheels, tire chains, tools, battery chargers, accessories, etc.) and pick-up tailgate when removed to install a camper or for other reasons;
- c. Vehicle parts which are an integral or attached part of a vehicle which must be removed due to high pilferability or vulnerability to damage during transit, (e.g., seats, tops, winch, spare tires, portable auxiliary gas cans and miscellaneous associated hardware); and
- d. Snowmobiles, golf carts, motorcycles, mopeds, dirt bikes, minibikes, and riding lawn mowers which have mower attachments beneath.

NOTES:

1. Members must be counseled that all motor vehicles, such as motorcycles, minibikes and mopeds manufactured after 1 January 1978 must conform to applicable Federal Motor Vehicle Safety Standards. This is especially applicable to those imported into Customs Territory of the United States in order to preclude delays of entire HHG shipments for customs clearance and subsequent posting of bond with U. S. Customs Service until the vehicle can be brought into conformity with applicable standards.
2. If a member is entitled to ship a POV and does not ship a vehicle with four or more wheels on the same orders, a member may use that entitlement to ship a motorcycle or moped apart from the HHG.
3. Motorcycles, mopeds, dirt bikes and minibikes must be prepared for shipment by the member to meet the carrier's requirements, i.e., drain gas and oil, and disconnect battery terminals.

4. Any size motorcycle may be shipped as HHG or as a POV. When shipped with the HHG, the weight of the vehicle is included as part of the HHG weight allowance.
 5. Members going overseas and contemplating shipment of both a two-wheeled and a four-wheeled vehicle should be made aware that most foreign countries consider two-wheeled vehicles the same as four-wheeled vehicles for licensing and registration. Usually, only one vehicle will be allowed duty-free entry.
 6. The shipment of motorcycles, mopeds, or minibikes, and the importation of alcohol may be restricted by Foreign Governments, and by U. S. Customs Regulations. Specific guidance is located in the appropriate sections of the Personal Property Consignment Instruction Guide, Worldwide, Volume II (Worldwide), Overseas and DOD 5030.49-R, Customs Inspection.
- e. Hot air balloons disassembled and folded;
 - f. Surf boards and wind surfers if disassembled prior to pick up and acceptable to the carrier at no penalty charge to the Government;
 - g. Satellite disc antennas disassembled and prepared for shipment or storage;
 - h. Hang gliders, if:
 - (1) Demountable and rolled into a diameter of one foot or less and approximately 19 feet in length;
 - (2) Disassembled prior to the pickup date; and
 - (3) Acceptable for transportation by the carrier at no penalty charge to the government;
 - i. Water beds, jacuzzi's and hot tubs dried and dismantled;
 - j. Swimming pools (above ground) disassembled and liner dried;
 - k. Boats, less than 14 feet in length without a trailer, including but not limited to, canoes, skiffs, sailboats, light rowboats, kayaks, and dinghies or sculls of any size. Boats 14 feet in length or longer, or under 14 feet in length with a trailer, may be moved as HHG domestically under a domestic one-time-only (OTO) rate negotiated by MTMC;
 - l. Alcoholic beverages and tobacco products may be included in domestic HHG shipments subject to carrier acceptance. If no carrier will accept a shipment with alcoholic beverages or tobacco products, the member must be instructed to remove the items and make other arrangements;
 - m. Disassembled utility sheds, doll houses, and playhouses; and
 - n. Chain link fence and posts (fabric rolled and concrete removed) limited to a small amount used for tot lot, dog run, and small garden plot.

See Chapter 2 for procedures for shipment of "Items of Extraordinary Value or Easily Pilferable Items of Substantial Value."

Items Excluded

The term "HHG" excludes the following items which are not eligible for shipment at government expense:

- a. Dune buggies (including three-wheeled conversions), truck bed camper, and utility trailers;
 - b. Powder, primers, and igniting devices; and
 - c. Motor vehicle or machine transmissions, engines, engine blocks and other large or heavy components or parts not normally found in a household.
8. PERMANENT CHANGE OF STATION.
- a. Overseas. OCONUS as used in this publication, includes Alaska, Hawaii, and all other points outside the Continental United States (CONUS).
 - b. Duty in Connection with Building, Fitting Out, or Conversion of Ship. Duty in connection with building, fitting out, or conversion of a ship denotes permanent shore duty for entitlement purposes, as opposed to temporary duty (TEMDU), in connection with building, fitting out, or conversion of a ship and duty on board that ship when commissioned.
 - c. Change of Duty. A change of duty from sea to shore, shore to sea, sea to sea, or shore to shore (except in conjunction with JFTR, par. U5365) when both the old and the new duty stations are located within the same metropolitan area does not provide authority for a local drayage move. Authorization/approval must be obtained from Commandant (G-PMP-2) (U5355-B1).
9. PERSONAL PROPERTY. Personal property, includes UB, HHG, mobile homes (house trailers), and POV's owned by the member or the member's dependents. (JFTR, Appendix A, "Household Goods").
10. PERSONAL PROPERTY TRANSPORTATION OFFICER (PPTO). The term PPTO includes personal property shipping officers and personal property processing officers.
11. PRIVATELY OWNED VEHICLE (POV). In the case of a long-term leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination, as applicable. All requirements stated in the lease are the responsibility of the member.
12. TRANSPORTATION OF HOUSEHOLD GOODS. In addition to the services included in the definition, "Transportation of Household Goods", in the JFTR, Appendix A, the term "transportation" also includes an extra pickup at origin and an extra stop off at

destination, if the extra pickup or stop-off is within the local pickup or delivery limits of the origin or destination of the PPGBL, or is within authorized commuting distance. Charges for a diversion prior to placing in storage or additional mileage charges for delivery from temporary storage will be authorized, at Government expense, when a member obtains a residence within the daily commuting areas of the duty assignment; provided:

- a. The member is assigned to a shore duty station and in fact commutes from such residence to the regular assignment on a daily basis;
 - b. The member is assigned to sea duty and in fact commutes from such residence to the regular duty assignment on a daily basis while the vessel is in port; or
 - c. The shipment is to a destination within the daily commuting area of the home record/place from which ordered to active duty, home of selection, or designated place.
13. TURNED OVER TO A TRANSPORTATION OFFICER. All JFTR entitlements containing a time limit for storage and/or shipment of personal property states that the HHG must be turned over to a carrier or a PPTO within the prescribed period. Turned over to a PPTO does not physically occur except in very rare instances when an organic labor force is locally available for this purpose. Turned over to a PPTO within the prescribed period is considered accomplished when any PPTO receives a request ("Application for Shipment and/or Storage of Personal Property, DD Form 1299) for shipment or storage on or before 2400 of the last calendar day of the specified time limit. Although physical shipment arrangements are not accomplished within the time limit, the property must be available for shipment or storage concurrently with the member's request. Actual shipment will be on the first date the PPTO responsible for the area in which the pickup originates can complete pickup and shipment arrangements.
14. UNACCOMPANIED BAGGAGE (UB). UB is that portion of a member's prescribed weight allowance of HHG, including PBP&E or any combination which is not carried free on a ticket used for personal travel and is designated as such on the member's application for shipment and shipped separately or with the bulk of the HHG, whichever will meet the member's needs and permit the most efficient traffic management. These shipments include those items needed immediately upon, or soon after, the arrival of the member for performance of duty or for the health and welfare of dependents pending arrival of the HHG shipment. UB includes only items in the following categories:
- a. Clothing;
 - b. Linens, dishes, cooking utensils, and other light housekeeping items;

- c. Cribs, playpens, baby carriages, and articles necessary for the immediate care and comfort of infant dependents;
- d. Small radios, small portable televisions, portable sewing machines, portable phonographs, small tape recorders, stereo components (excluding cabinets determined to be major items of furniture), microwave ovens, voltage transformers, portable air conditioners, valet items, golf clubs and bags, collapsible non-motorized golf carts, reasonable amounts of fishing, archery, hunting and shooting equipment including firearms and gun cases (excluding ammunition and ammunition components);
- e. Other small articles essential to the health of the member and dependents; and
- f. PBP&E if urgently needed in the performance of official duties.

UB does not include flammable items, major items of furniture or appliances such as washers, dryers, freezers, refrigerators, stoves, items of high value, hobby materials, motorcycles, all terrain vehicles (ATVs), mopeds, dirt bikes or other such items not essential to the health and comfort of the member and/or dependents.

NOTE: Members should be advised to be prepared to produce evidence of both ownership and current value should it become necessary to support an eventual loss and damage claim.

15. VICINITY OF PERMANENT DUTY STATION. A location in the vicinity of the PDS, as defined in the JFTR, Appendix A, "Duty Stations", Item 2, specifically includes any residence within the daily commuting area of the member's actual duty assignment (homeport for members on sea duty).

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TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 2 GENERAL PROVISIONS

DETERMINATION OF MODE OF SHIPMENT (U5320-A)	2001
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CHAPTER 2

GENERAL PROVISIONS

2001 DETERMINATION OF MODE OF SHIPMENT (U5320-A)

1. COMPARATIVE COST OF SHIPMENT. Comparative costs of the various modes of transportation will be made for every shipment. The selected carrier will be the one providing the required services and transit time at lowest overall cost (best value) to the Government.
2. AIR SHIPMENT OF HOUSEHOLD GOODS. When air shipment is the lowest overall mode which will satisfy the member's requirements, Air Mobility Command (AMC) will be used, regardless of comparative costs with commercial air service, when AMC service is available and meets the member's delivery requirements.
3. AIR ELIGIBILITY CRITERIA. Air movement of HHG between points in the U. S. is prohibited except under extraordinary circumstances or when a specific cost comparison indicates it to be the overall cost effective mode. In evaluating the need for air shipment, the primary consideration will be the actual required delivery date. The PPTO will consider all factors available, including the planning factors below in determining the air eligibility of HHG shipments (see par. 2005 for UB):
 - a. earliest date member can release shipment;
 - b. total transit time of member and/or dependents including leave, travel and proceed time, and TAD/TEM DU;
 - c. when surface movement will not satisfy the requirements of the member or the Government;
 - d. average length of time to acquire housing once member has arrived at new duty station;
 - e. TLA cost avoidance overseas versus increased cost for air transportation based on current TLA rates listed in the JFTR;
 - f. when the shipment is designated to an overseas destination designated as a "HARDLIFT AREA", and
 - g. when shipment has been delayed at origin or en route and further delay will result in hardship to the member or member's dependents.

2002 DETERMINATION OF ACTUAL NET WEIGHT (U5335)

1. GENERAL (U5335-A).*
2. THROUGH GOVERNMENT BILL OF LANDING METHOD OF SHIPMENT AND SHIPMENTS AT PERSONAL EXPENSE (U5335-B).*
3. DIRECT PROCUREMENT METHOD OF SHIPMENT (U5335-C).*
4. UNACCOMPANIED BAGGAGE (U5335-D).*
5. WHEN WEIGHT OF SHIPMENT IS UNOBTAINABLE (U5335-E).*
6. EXCEPTIONS (U5335-F). Commandant (G-PMP-2) for military or Commandant (G-PCV-4) for civilian employees, U. S. Coast Guard, 2100 Second St. SW, Washington, DC 20593-0001, is the appropriate authority to act on requests for exceptions involving Coast Guard personnel. In order to obtain an increase in the packing allowance, the packing material used must be separately weighted to show that the standard packing allowance was insufficient.

2003 PRESCRIBED WEIGHT ALLOWANCE (U4710-A and U5310-B)

1. GENERAL (U5310-A).*
2. ADMINISTRATIVE WEIGHT RESTRICTION (U5315). When an administrative weight restriction applies to Coast Guard members, it will be cited in each individual member's order. It should be noted that UB shipments are in addition to the administrative weight restriction for HHG, not to exceed the members total authorized weight allowance. Return shipments from Alaska, Hawaii, Puerto Rico, or United States Territories and Possessions may not exceed the weight allowance prescribed in JFTR, pars, U4710-A and U5310-B, less the weight of any amount of HHG in NTS.
3. COMBINING WEIGHT ALLOWANCES WHEN HUSBAND AND WIFE ARE BOTH MEMBERS (U5330-A).*
4. EFFECTIVE DATE OF ORDERS (U4725-A and U5330-B). When shipment of HHG acquired after the effective date of orders has been permitted, the DD Form 1299 will be so annotated.

2004 SHIPMENT OF ITEMS NOT CHARGED AGAINST THE MEMBER'S AUTHORIZED WEIGHT ALLOWANCE

1. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) (U5310-C). The PPTO is responsible for ensuring that the member is properly counseled and advised of the entitlement to ship PBP&E, in addition to the member's prescribed HHG weight allowance. Either the estimated weight in NUMERICAL FIGURES or the word NONE must be inserted on the DD Form 1299 in item 7 (2) ("Lbs of PBP&E"). If the member fails to declare PBP&E on the DD Form 1299, the member may not be credited with the weight at destination, even

though the member may have exceeded the prescribed weight allowance. If the member declared the PBP&E on the DD Form 1299 and the carrier neglects to weigh them, the PPTO will estimate the weight on the basis of 40 pounds per cubic foot for PBP&E. If practical, the destination PPTO will be requested to arrange for actual weighing of PBP&E. The total amount of Military Affiliate Radio System (MARS) equipment may be shipped as PBP&E provided the member certifies active MARS membership, and all equipment qualifies for MARS use. When a MARS member is assigned to an overseas area, it is the member's responsibility to ascertain in advance if "INDIVIDUAL MARS OPERATION" is permitted in the host country.

2. ADDITIONAL CONSUMABLE ALLOWANCE (U5310-D).*

2005 UNACCOMPANIED BAGGAGE (UB) (U5320-B)

1. EXPEDITED MODE (U5320-B).

- a. General. If air shipment is determined to be necessary to meet the member's requirement for delivery of UB, the origin PPTO will validate the need for air movement; however, the air carrier and routing will be determined by the PPTO;
- b. PPGBL'S issued to cover shipments by an expedited mode for pickup or delivery anywhere with the United States, including Alaska and Hawaii, should be annotated: "WHEN RESIDENCE IS NOT WITHIN CARRIER'S PUBLISHED PICKUP AND DELIVERY AREA, ADDITIONAL CHARGE FOR DRAYAGE IS PERMITTED."

2. BETWEEN POINT WITHIN CONUS.

- a. When a member ships HHG within CONUS, the UB shipment normally will be included with the bulk HHG shipment if the transit time will satisfy the needs of the member. The member will be counseled in accordance with par. 3002 for procedures to be followed when the UB is included with HHG;
- b. If the transit time of the HHG shipment will not meet the required delivery date for the UB or when the only shipment the member is making is UB, surface modes normally will be used. Air shipment may be used only in accordance with pars. 2001-2 and 3.

3. BETWEEN CONUS AND OVERSEAS, AND BETWEEN OVERSEAS AREAS. Upon receipt of a PCS order to an overseas area, a member is permitted shipment of UB without weight limitation, provided all items meet the criteria set forth in par. 1007-14. Any weight allowance specified in Coast Guard orders for UB is erroneous and will be disregarded. Whenever possible, UB shipments between CONUS and overseas and between overseas areas will be released sufficiently early to permit surface movement. Should the transit time for bulk HHG shipment meet the required delivery date (RDD) determined for the members UB, such UB may be included within the bulk shipment. The baggage items will be segregated by the

member prior to pick up and will be packed by the carrier into one or more containers, so that when the shipment arrives at destination, the baggage items can be easily located and delivered to the member. PPTO's will counsel members that nonessential items, and items which will be available at the new duty station in TLA quarters, should not be shipped as UB.

4. BETWEEN ADMINISTRATIVE WEIGHT RESTRICTED AREAS/ACTIVITIES AND CONUS. UB shipped with the bulk of HHG, to, from, or between administratively weight restricted areas must be offered to a single carrier on two PPGBL'S. The second PPGBL covering the UB portion of the shipment is required to assure a separate weight, since the weight of the UB is in addition to the weight of the HHG transported to, from, or between administratively weight restricted areas. Shipments from administratively weight restricted areas located in Alaska, Hawaii and territories or possessions of the United States do not require a separate PPGBL for UB since the administrative weight restriction does not apply to HHG returning from these areas.
5. SEPARATE DIRECT PROCUREMENT METHOD (DPM) SHIPMENTS. Separate DPM shipments of UB (apart from bulk HHG) will be packed in accordance with the specifics of the Pack and Crate contract.
6. SHIPMENTS OF UNACCOMPANIED BAGGAGE (PERSONAL EFFECTS) FOR PERSONNEL ORDERED TO DEPLOYED SHIPS. UB for personnel ordered to deployed ships may be shipped air direct to the location of the deployed ship, provided that surface transportation can not meet the required delivery date.

**2006 ITEMS OF EXTRAORDINARY VALUE AND OTHER ARTICLES OF
SUBSTANTIAL VALUE (U5330-E)**

1. GENERAL.
 - a. Members should be urged to hand carry or make other personal arrangements to transport small and easily pilferable items, such as jewelry, watches, assorted collections (stamp, coin, etc.) negotiable instruments, personal records, etc. The member should be counseled to estimate the approximate value of the HHG, and on the limitations of liability of the carrier, storage contractor (if applicable), and the Government, in the event of loss or damage. Counselors will make every effort to fully explain to members the options available for increased liability coverage from the carrier, at personal expense to the member, for either high value and/or bulk HHG shipments;
 - b. There are per item maximum amounts the Government will pay on most types of property. For example, the maximum allowable for stereo items and accessories under the Basic Coverage is \$1,000 per item and \$3,500 per claim, even if the loss/damage exceeds that amount. Rates of depreciation are also established and used in arriving at item values;

- c. When shipping high value items, the three options of types of coverage should be explained to the member so that the decision that suits the individual needs of the member can be made. The three options are as follows:
- (1) BASIC COVERAGE. This option provides the most fundamental coverage. There is not cost to the member. Shipment coverage is based on \$1.25 x the new weight of the shipment. The maximum amount allowed per incident on a claim is \$40,000;
 - (2) INCREASE OF THE BASIC OPTION. The Government pays a portion equal to the amount of the Basic Coverage and the member pays the difference for releasing the shipment at a released valuation higher than the amount determined by \$1.25. The member determines the amount of coverage;
 - (3) FULL REPLACEMENT PROTECTION. The Government pays a portion equal to the amount of the Basic Coverage. The member pays the difference for releasing the shipment at a released valuation higher than the amount determined by \$1.25. The carrier will repair/replace items at their full value. This is the most expensive coverage.

2. COUNSELING.

- a. Proof of Value - Counselors should suggest to members that may insurance and moving companies require proof of value for high value items. If a bill of sale is not available, appraisals by a qualified, reputable firm are usually acceptable;
 - b. Pilferage - Members should be counseled that, prior to shipment, they should segregate their high value items. Those items the member does not intend to ship (wallets, money, jewelry, personal papers, etc.) should be locked up away from the packing area, in a car, in a closet, or at a friend's house. Those items which the member does intend to ship should be placed in one location where the member can ensure that they are not packed. The member should complete a high-value inventory form, available from the PPTO, for each item which has a high value (usually over \$200, but including lower cost items when appropriate) but which normally would not be listed separately on the HHG origination inventory. A copy of the high value inventory should be given to the carrier and to the PPTO. It may be appropriate to ensure that the high value items are packed in various boxes; however, the member should ensure that the inventory reflects the nature of the items in each box. The member should be encouraged to annotate a personal copy of the high value inventory with the carton number of the box where each item is packed. This will aid in proving that each item was packed if it should not be delivered.
3. ACCESSORIAL SERVICES. PPTO's may permit additional services when such services are required to protect an item or items in transit.

4. APPLICATION FOR SHIPMENT AND/OR STORAGE (DD Form 1299). When articles of extraordinary value or easily pilferable items of substantial value are included in the bulk of the HHG, item 7 (3) of the DD Form 1299 will be annotated accordingly.

2007 PERSONALLY OWNED FIREARMS

1. GENERAL. Personally owned firearms will be packed or crated as required in the same manner as articles of extraordinary value (see par. 2006) and in compliance with the Gun Control Act of 1968, related laws applicable to DOD personnel, and Customs Inspection (DOD 5030.49-R), and will be shipped with the bulk HHG shipment. The government work force or commercial contractor will be instructed to describe completely each firearm on the inventory by manufacturer's name, type of firearm, serial number, whether new or used, model, caliber or gauge, and overall length of barrel (inches), as required by the Gun Control Act of 1968.
2. SHIPMENTS ORIGINATING AND TERMINATING WITHIN CONUS. The origin PPTO will annotate the PPGBL covering the movement of HHG to reflect that personally owned firearms are included in the shipment as required by the Gun Control Act of 1968 (see DOD 5030.49-R, Chapter 10).
3. SHIPMENTS FROM OUTSIDE THE CUSTOMS TERRITORY OF THE UNITED STATES TO CONUS. In addition to the procedures outlined in subpars. 1 and 2 above, an Owner's U. S. Customs Declaration for Personal Property Shipments (DD Form 1252) must be prepared, placed in a watertight envelope, and securely attached to the exterior container containing personally owned firearms. This procedure is considered appropriate written notification to the carrier as required by DOD 5030.49-R.
4. SHIPMENTS FROM CONUS TO OVERSEAS AND BETWEEN OVERSEAS POINTS. In addition to the procedures outlines in subpars. 1, 2, and 3 above, the PPTO will ensure that the customs documentation requirements of origin and destination countries are observed, and will advise owners to retain shipping documents identifying firearms shipped from CONUS to preclude customs difficulty when such firearms are returned to CONUS. Also see International Traffic in Arms Regulations concerning exporting, mailing, shipping, and carrying firearms and ammunition from the United States.
5. COUNTRY RESTRICTION OF IMPORTATION OF FIREARMS. Overseas country restrictions (including Alaska, Hawaii, and all U. S. territories and possessions) on the importation of firearms are detailed in appropriate sections of the PPCIG, Volume II (Overseas). The PPCIG is held by all HHG transportation offices.

2008 EXCESS COSTS (U4735 and U5340)

1. COLLECTION. Costs for services in excess of those permitted in the JFTR will be collected (in accordance with subpar. 4) from

the members for whom shipments were made. The following are examples of the most frequent circumstances in which excess cost may be incurred:

- a. When the costs of the method of transportation used at request of the member exceeds the cost of the method that would have been designated by the PPTO;
 - b. When special services are furnished at the specific request of an applicant, such as specific routing, special loading, or any other service not provided under ordinary rates;
 - c. When basic HHG shipments are made in separate lots between the same points at member's request;
 - d. When shipments exceed the distance or cost from, to, or between permitted points specified in JFTR;
 - e. When, at the request of applicant, shipments are released at a valuation which exceeds that prescribed for the lowest applicable transportation rate;
 - f. When personal property in excess of the prescribed weight allowance is packed, unpacked, drayed, stored, or shipped; and
 - g. When unauthorized articles are discovered in shipment after pickup.
2. UNAUTHORIZED ARTICLES (U5340-D).*
 3. EXCESS COST (U4735 and U5340).
 - a. General - When weight in excess of the prescribed weight allowance is shipped at a transportation rate which is less than that applicable from the permitted point of origin to the permitted destination, equalization of costs is not allowed. An excess of weight remains an excess. A lesser transportation rate than permitted is a Government gain. The same principle is applicable in connection with a shipment of less than the prescribed weight allowance which is forwarded to a destination subject to a higher transportation rate than that applicable to the permitted destination. The lesser weight than that prescribed is a Government gain. The higher rate remains an excess.
 - b. Audit and Collection of Excess Costs - Coast Guard Finance Center is responsible for the final determination of excess costs for packing, crating, hauling, storing, unpacking, uncrating, and transporting HHG. Coast Guard Finance Center is responsible for preparation of the PAA (DD Form 139). Coast Guard Pay Center is responsible for the final collection of the excess costs from the member when the member fails to submit payment to Fincen. PPTO's will estimate the excess costs and collect these costs before releasing the shipments only from

those members in a nonpay status or those who will be in a nonpay status upon delivery of shipment. Members must be advised that any advance collection of excess costs is only an estimate and is subject to audit and a final determination by the Coast Guard Finance Center. Collection by Coast Guard Finance Center is normally accomplished through issuance of a PAA after completion of the move. Excess costs for shipments made to or from unauthorized points will be based on the actual costs of the shipments as made, less the costs of shipping like weight of property within the prescribed weight allowance between permitted points. When excess weight is involved, excess costs will be computed on the general premise that the member and the Government will share, on a prorated basis, the cost of transporting the shipment. When the actual net weight of the shipment is not known, the net weight will be determined by reducing the gross weight by the computed tare weight allowed, in accordance with JFTR, par. U5335, as follows:

- (1) Especially designed containers (DPM), 50% of gross weight;
 - (2) Uncrated net weight shipments, 10% of gross weight;
 - (3) Packed and crated shipments (DPM - type II) containers, gross weight of the container less tare weight of the container less 20%; DPM overflow containers, 50% of gross weight;
 - (4) Uncrated shipments containing crated articles. 10% of net weight of the uncrated portion of shipment and 50% of gross weight of the crated portion of shipment.
- c. Deviation from Packing Allowances - Commandant (G-PMP-2), may permit a deviation from the standard packing allowance for TGBL shipments under the provisions of JFTR, par. U5335-F. Requests from members for such deviations must be supported by facts showing that the weight of packing material actually used exceeded the allowable percentage prescribed in par. 3 above and JFTR, pars. U5335-B, C, and D. Members should be counseled as follows:
- (1) Plan to move within their maximum weight allowance;
 - (2) If there is apparent overpacking, report it to the PPTO immediately and request the presence of an inspector to observe the packing and unpacking when suspicions of being overweight first arise;
 - (3) If there is no inspector available, the member should take pictures of the overpacking;
 - (4) Ask the PPTO to have the carrier provide complete unpacking services, and to weight the packing material. DO NOT WAIVE UNPACKING;

- (5) The best evidence to support a request for deviation from the packing allowance is the separate weighing of the packing material. If not possible, photos, and/or inspector's comments may be used to support the request.

4. REPORTING EXCESS COSTS.

- a. Nonpay Status - When excess costs have been collected from members in a nonpay status, collection date and amount will be annotated on the DD Form 1299 as notification to Coast Guard Finance Center;
- b. Pay Status - When the PPTO knows in advance of shipment that a member in a pay status will incur excess costs for shipping unauthorized items, excess weight, excess distance or special services, the appropriate block of the PPGBL will be checked to notify Coast Guard Finance Center that such excess does exist. In such instance, PPTO's should forward all applicable documentation to Coast Guard Finance Center, including written estimates, copies of DD Form 1299 annotated with a statement of excess costs and a copy of the standard counseling checklist (DD Form 1797) annotated to show that the member was advised of excess costs;
- c. When the member incurs excess costs other than those annotated on the PPGBL as described in par. 2008-4b, the PPTO will notify Coast Guard Finance Center in writing by annotating the DD Form 1299, or attaching a separate statement to the DD Form 1299. The PPTO will also forward to the Coast Guard Finance Center other supporting documentation such as service orders, purchase orders, applicable rates and charges, counseling checklists, etc., for use in determining and collecting excess costs.

5. TEMPORARY STORAGE. Temporary storage costs of HHG weighing in excess of the member's authorized weight allowance will be collected in accordance with par. 2008-4b. All costs for temporary storage in excess of the maximum permitted time limit will be borne by the member and settled directly with the storage company. Additionally, all costs for the maximum time limit for permitted temporary storage at origin will be reported to Coast Guard Finance Center for collection from the member when shipment has not been requested during the period in which shipment could have been made at Government expense.

6. NONTEMPORARY STORAGE (NTS). Costs for NTS in excess of the maximum authorized weight allowance will be collected in accordance with the provisions outlined in par. 4001.11.

7. COMPUTATION OF EXCESS COSTS.

- a. Multiple Shipments on the Same Set of Orders - When the member has two or more shipments on the same set of orders, excess costs will be computed on the shipment (or storage) which results in the least cost to the member;

- b. Shipments in Excess of the Authorized Weight Allowance -
When personal property in excess of the authorized net weight allowance is shipped, the net weight of the excess portion will be adjusted to the gross weight according to the mode of transportation utilized in the shipment on which the excess weight occurred. The factors for adjusting net weight to gross weight are as follows:
- (1) Specially designed containers (DPM), net weight will be increased 100%;
 - (2) Uncrated shipment, net weight will be increased 11.11%;
 - (3) Packed and crated (DPM TYPES I & II), net weight will be increased by 25%.

Computations of excess costs under certain circumstances are provided in examples A through F.

EXAMPLE A

Domestic Container (Code 2);
 International Door-to-Door Air Container (Code 6);
 International Door-to-Door Containers (Codes 4, 5, or T)

A TGBL shipment was made for a member having an authorized weight allowance of 7,000 lbs. The total weight shipped was 9,000 lbs (the net weight shown on the TGBL and upon which transportation charges to the government are based), of which 100 lbs were PBP&E (total packing cost \$180). The total cost of move \$4,682.78.

Total weight shipped.....	9,100
Less PBP&E.....	<u>100</u>
Total weight chargeable to member.....	8,900
Less computed tare of 10%.....	<u>890</u>
Balance.....	8,010
Less authorized weight allowance.....	<u>7,000</u>
Net excess weight.....	1,010

Gross excess weight chargeable to member (1,010 net weight increased by computed tare 11.11% of net excess weight)..... 1,122

Total excess cost chargeable to member is calculated as follows:
 (Gross excess weight) 1,122 x \$4,682.78 (Total cost to move)
 divided by (Total weight shipped) 9,000 = (Total excess costs)
 \$538.78

NOTE: Total cost includes all charges: transportation, storage, packing, delivery, accessorial services.

EXAMPLE BSpecially Designed Containers Either Alone or as Part of a
Regular Shipment

Certain items in an uncrated HHG shipment (Codes 1, 2, 4, and 5) required special crating and the member had an authorized weight allowance of 7,000 lbs. The gross weight of the shipment including PBP&E of 1,000 lbs was 16,500 lbs. The gross weight of the specially crated items came to 2,700 lbs.

Gross weight of shipment.....	16,500
Less specially crated portion.....	<u>2,700</u>
Balance.....	13,800
Less PBP&E.....	<u>1,000</u>
Balance.....	12,800
Less 10% for packing.....	1,280
Plus 50% for crated items.....	<u>1,350</u>
Total net weight shipped.....	12,870
Less authorized weight allowed.....	<u>7,000</u>
Excess net weight.....	5,870
Plus 11.11% of 5,870.....	<u>652</u>
Gross excess weight.....	6,522

Total excess cost chargeable to member is calculated as follows:

(Gross excess weight) x (Total cost of Shipment) divided by
(Total weight of shipment) equals (Total excess costs)

NOTE: Total cost of shipment includes all charges:
transportation, storage, packing delivery, accessorial
services.

EXAMPLE C

Shipment Packed in Government Owned (Type II Containers when
Shipment is by DPM) Containers

A shipment was made in 10 Type II containers for a member having an net weight allowance of 7,000 lbs. The gross weight of the shipment is 14,925 lbs, which includes 880 lbs of PBP&E. The total of the tare weights stenciled on the containers was 4,500 lbs. (Apply a 50% tare weight reduction for computing all overflow containers.)

Gross weight of shipment.....	14,925
Less tare of containers.....	<u>4,500</u>
Balance.....	10,425
Less weight of PBP&E.....	<u>880</u>
Total weight chargeable.....	9,545
Less computed tare of 20%.....	<u>1,909</u>
Total weight chargeable to member.....	7,636
Less authorized weight allowance.....	<u>7,000</u>
Net excess weight chargeable.....	636
Gross excess weight chargeable to member (636 lbs, net excess weight increased by 25% for interior packing)....	795

Excess costs chargeable to the member are computed as follows:

(Gross excess weight) 795 x (Total cost of shipment) \$5,875.16
divided by (Total weight shipped) 14,925 = (Total excess costs)
\$312.95

NOTE: Total cost of shipment includes all charges:
transportation, storage, packing delivery, accessorial
services.

EXAMPLE D

Separate Shipments Made

Three shipments were made under the same PCS order for a member having a net weight allowance of 8,500 lbs. Applications were submitted in the following order.

Shipment No. 1 packed and crated for movement by DPM AMC - AIR - gross weight 750 lbs, computed tare (50% gross weight)
..... 375 lbs

Shipment No. 2 packed and crated in Type II boxes (DPM) - gross weight of 5,000 lbs less computed tare (20% of gross weight)..... 4,000 lbs

Shipment No. 3 Code 1 van shipment - gross weight is 7,000 lbs less computed tare (10% of gross weight)..... 6,300 lbs

Total net weight shipped.....	10,675
Less authorized net weight.....	<u>8,500</u>
Excess net weight.....	2,175
Plus 11.11% of 2,175.....	<u>242</u>
Gross excess weight.....	2,417

Excess cost chargeable to member computed on shipment Number 3 as the least cost basis:

(Gross excess weight) 2,417 x (Total cost of shipment No. 3)
\$2,590 divided by (Weight of shipment No 3) 7,000 lbs equals
(Total excess cost) \$894.29.

EXAMPLE E

Expedited Mode Requested by Member in Connection with PCS

The member requested shipment of 3,200 lbs gross weight of HHG via an expedited mode. The shipment normally would move by motor freight at no expense to the member.

Cost of shipment if made via an expedited mode:

3,200 lbs gross weight @ \$14.50 cwt..... \$464.00

Cost of shipment if made by motor freight:

3,200 lbs gross weight @ \$9.75 cwt..... \$312.00

Excess cost chargeable to member..... \$152.00

EXAMPLE F

When Shipment is Made from or to Other Than Permitted Points

Shipment was made from St. Paul, MN, to Goldsboro, NC, based on a PCS order from Patuxent River, MD, to Lakehurst, NJ. The transportation charges were:

Personal property shipped - 875 lbs gross weight @ \$5.56 cwt from St. Paul, MN, to Goldsboro, NC..... \$ 48.65

Maximum amount authorized at government expense based on cost if shipped from Patuxent River to Lakehurst - 875 lbs gross weight
\$2.17 cwt..... \$ 18.99

Excess cost chargeable to member..... \$ 29.66

- c. Collection of Excess Costs (see par. 2008-4.c) for collection of excess costs on local moves).
- (1) For Member in Pay Status: Excess costs will be collected from members in a pay status by the issuance of PAA (DD Form 139) by Coast Guard Finance Center;
 - (2) For Members in a Nonpay Status:
 - (a) PPTO's should make every effort to collect excess cost prior to release of the shipment for movement from origin. If the exact amount of excess cost is not known, stress that the advance collection is only a best estimate subject to final audit by the Coast Guard Finance Center. Annotate on the Cash Collection Voucher, DD Form 1131, "This collection is based on estimated excess cost, which is subject to final audit and determination by the Coast Guard Finance Center". The PPTO may waive collection action for amounts under sixty dollars;
 - (b) The member's payment may be by certified check, cashier's check, or postal money order. All collection will be credited to the U. S. Coast Guard and the accounting data on the order. The PPTO will annotate the DD Form 1299 with the amount collected, will attach a copy of the Cash Collection Voucher (DD Form 1131), and forward with all other applicable documentation, to the Coast Guard Finance Center (Attn: Collection Clerk).
- d. Appealing Excess Costs Associated with a HHG Move: All appeals for excess costs associated with a HHG move will normally be handled by the servicing Coast Guard transportation office. In those instances where the servicing Coast Guard transportation office is unable to assist the member or after appropriate service has been rendered by the Coast Guard transportation office and the member still feels that excess costs are being unfairly charged, the member may appeal to Commandant (G-PMP-2).
- (1) Supporting an Appeal - Members may appeal to Commandant (G-PMP-2). Each case is judged on its own merits. The member should be counseled on the following points when considering an appeal. Factors to be presented are:
 - (a) Was the shipment re-weighed at destination? If so, did Coast Guard Finance Center consider the re-weigh in the audit?
 - (b) Did the number of line items on the inventory multiplied by 40 pounds come out greater or less than the weight recorded on the weight tickets and result in an excess of the maximum allowable weight?
 - (c) Was the pay account checkage mathematically correct?

- (d) Were PBP&E declared and the correct weight shown?
Was the member allowed credit for the weight in the computation by Coast Guard Finance Center?
- (e) When a member claims miscounseling, identify the counselor by name and cite and date of interview. Forward written evidence to support a claim of miscounseling, such as a letter from the PPTO, a counseling checklist, or an erroneously prepared shipment application.
- (f) Was the transfer order prepared accurately?

**2009 TRANSPORTATION OF CIVILIAN CLOTHING FOR SELECTIVE
 SERVICE INDUCTEES AND RECRUITS (U5310-F) .***

2010 SPECIAL ROUTING AND SERVICES (U5340-E) .*

**2011 EXCESS COST FOR SHIPMENTS FOR SEPARATED MEMBERS,
 DECEASED MEMBERS, AND HEIRS OF DECEASED MEMBERS
 (U5340-F) .***

**2012 RESHIPMENT OF SAME PROPERTY WITHIN ONE ALLOWANCE
 (U5318) .***

2013 IMPROPER SHIPMENTS (U4725-C AND U5330-D)

When HHG have been improperly shipped or stored or become unavoidably separated from the member, the PPTO (at origin, transshipping activity, or destination) may authorize or approve reshipment at government expense in accordance with JFTR, pars. U4725-C and U5330-D. Appropriate documents will be annotated "Permitted at government expense since member and shipment separated through no fault of the member". A summary of the facts supporting the approval of each case will be retained in the shipment file at the approving activity. Doubtful cases may be discussed with or referred to Commandant (G-PMP-2).

**2014 ORDERS AMENDED, MODIFIED, CANCELLED, OR REVOKED
 (U5330-C) .***

**2015 WHEN TRANSPORTATION OF HOUSEHOLD GOODS IS NOT
 AUTHORIZED (U5317) .***

**2016 HOUSEHOLD GOODS CASES INVOLVING MOBILE HOME ALLOWANCES
 (U5330-F) .***

**2017 TRANSPORTATION OF HOUSEHOLD GOODS BEFORE ORDERS ISSUED
 (U5330-G)**

A member desiring shipment of HHG prior to the issuance of an order (PCS, separation or retirement) must obtain a letter of intent to issue orders from Commander, Military Personnel Command (MPC-OPM or EMP as appropriate). Shipment will not be made without this letter and other documentation as required in JFTR,

par. U5330-G. Shipments may not be made on statements of intent to issue orders made by the member's Commanding Officer.

TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 3 ACCESSORIAL SERVICES

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CHAPTER 3

ACCESSORIAL SERVICES

3000 ACCESSORIAL SERVICES (U5310-H)

1. GENERAL. The cost of such services incident to a change of station obtained from a commercial contractor will be charged directly to the accounting data shown in the member's change of station order.
2. PROCUREMENT BY THE OTHER UNIFORMED SERVICES FOR COAST GUARD PERSONNEL. When personal property services for Coast Guard members are procured by the other uniformed services under contract, or by purchase order, the contractor's invoice for such services will be paid by the Coast Guard Finance Center and should include the following address: Commanding Officer, ATTN: OPAB-1, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-3635. The payment will be charged to the accounting data shown in the member's order.
3. PROCUREMENT BY COAST GUARD FOR ARMY, NAVY, MARINE CORPS, OR AIR FORCE PERSONNEL.
 - a. When personal property services are procured by a Coast Guard activity for an Army, Navy, Marine Corps, or Air Force member, the contract or purchase order will designate the appropriate finance center, or other appropriate paying activity responsible for payment. In the case of Air Force members, the cost of services will be charged to the appropriation and subsidiary accounting data cited in the member's order. Delivery and unpacking services are properly chargeable to the accounting classification indicated by the member's order.
 - b. For Army members, the cost of the services will be charged to the appropriation 21.2010 and 5-digit bureau control number. The fiscal year designator (3rd digit of appropriation symbol) will be the 4th digit of the movement designator code (MDC) cited in the orders. The bureau control number will be the 5-digit movement designator code. When a 4-digit movement designator code is cited in the orders, the 5th digit will be the figure 3 for personal property services or the figure 6 for NTS services.
 - c. The PPTO who orders the services is responsible for determination and collection of excess costs of packing, crating, and related services (excluding transportation) in cases of Army, Navy, Marine Corps, and Air Force members. If feasible, such excess costs will be collected in advance of shipment in the manner prescribed in par. 2008-3, and will be credited to the Army, Navy, Marine Corps, or Air Force accounting data to which the costs of the services will be charged. If collection of the

excess costs in advance of shipment is not feasible, the PPTO will forward a letter to the appropriate finance and accounting office indicating the amount of excess costs.

3001 LOCAL MOVES (U5355, U5360-E, and U5380)

1. WHEN LOCAL DRAYAGE IS AUTHORIZED. Local drayage of HHG is authorized from one area to another within the same city, town or metropolitan area in the following situations:
 - a. Upon the death of a midshipman or cadet (U5355-A7 and U5370-G);
 - b. When the member is required to vacate Government quarters upon separation from the service or release from active duty (U5360-E);
 - c. When the member is required to vacate Government quarters prior to selection of a home upon retirement, placement on the temporary disability retired list, discharge with severance pay, or involuntary release to inactive duty with readjustment or severance pay (U5365-G);
 - d. Upon assignment to, or termination of assignment to, Government quarters (U5355-C);
 - e. Upon involuntary extension of tour of duty (U5355-D2 and U5380-G2b);
 - f. Upon being ordered to vacate local economy housing (U5355-D1 and U5380-G2a); or
 - g. Upon reassignment from one activity to another within the same city, town, corporate limits, or metropolitan area, or between duty stations within close proximity of each other, when approved by Commandant (G-PMP-2), indicating that the movement of personal property is necessitated by the member's PCS (U5355-B1).
2. TEMPORARY STORAGE. Temporary storage of HHG is not authorized in connection with a local move.

3002 EXTRA PICKUP OR EXTRA DELIVERY OF HOUSEHOLD GOODS (CONUS)

1. An extra pickup, stop-off and/or delivery (including partial withdrawal and delivery from temporary storage) may be authorized at Government expense, subject to the following:
 - a. This authority is limited to use only once in connection with a shipment or shipments made under a single shipment authority, i.e., regardless of the number of shipments made by the member incident to the PCS order. A maximum of only one extra pickup (other than from NTS), one extra stop-off and one partial delivery may be authorized at Government expense.

- b. When the service is provided for in the MTMC tariff, the PPTO will permit the appropriate charges at Government expense by entering the following annotation in the remarks section of the PPGBL.

"EXTRA PICKUP (AND/OR DELIVERY) PERMITTED AT GOVERNMENT EXPENSE. ITEMS DESIGNATED FOR EXTRA DELIVERY WILL BE INVENTORIED AND LOADED IN A MANNER THAT PERMITS READY ACCESS AT DESTINATION."

- c. An extra pickup from authorized NTS will not be considered an extra pickup for entitlement purposes and will not negate the member's entitlement for an extra pickup at another location.
- 2. The member must be counseled that HHG designated for partial delivery/stop-off or partial delivery from SIT MUST be separated at origin, packaged separately, and all copies of the inventory clearly marked to reflect which inventory items are to be delivered. The member will not be allowed to remove individual items from a packed carton, container, or wardrobe, etc.

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TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 4 STORAGE

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CHAPTER 4

STORAGE

4000 TEMPORARY STORAGE (U5375)

1. GENERAL (U5310-H).

- a. Submission of Requests. Requests for temporary storage are submitted by the member on an Application for Shipment and/or Personal Property (DD Form 1299).
- b. Temporary Storage at Origin is temporary storage requested at origin procured under the Basic Ordering Agreement, using a Service Order for Household Goods (DD Form 1164). Normally, a PPGBL will not be issued until line haul movement is required. The DD Form 1299 and other documents will show "Temporary Storage at Origin". Upon receipt of a request from a member giving a delivery address, HHG in temporary storage at origin will be shipped to meet the required delivery date. A DD Form 1299 covering shipment will be prepared and signed by the PPTO, and notation of the member's request entered on or attached to the form. When the PPGBL is prepared, the number of days of temporary storage used at origin will be shown in the "Remarks" section. Temporary storage is not permitted in connection with local drayage movements.
- c. Temporary Storage at Destination. See DOD 4500.34-R, Chapter 2.

2. TIME LIMITATION (U5375-B).

- a. General Limitation (U5375-B1).*
- b. Storage After the First 90 Days Not to Exceed 180 Days (U5375-B2). Although storage for an initial period of 90 days or less is permitted without showing a need, additional storage for not more than an additional 90 days must be authorized or approved by the PPTO based upon a request by the member, submitted on a Request for Temporary Commercial Storage at Government Expense (DD Form 1857) form. The member will be notified promptly, in writing if a request for extension of temporary storage is denied. The DD Form 1857 will be retained in the members's file at the cognizant activity with a notation that the additional storage was denied or approved. PPTO's will ensure that members are advised, at the time their HHG are placed in storage, that their permitted period of storage terminated after 90 days (or 180 days if an extension has been granted), except as noted in par. 4002.
 - (1) The member will be reminded, no later than the last working day prior to the 170th day of storage, that storage at

Government expense and the Government's liability coverage for loss and damage will expire at midnight of the 180th day of storage. If the member can not be contacted by name at the address provided, the PPTO will make every effort to make contact by mail or telephone with anyone at the address provided in order to notify the member or the member's agent of the storage expiration;

- (2) The storage termination reminder will be forwarded by "certified mail, return receipt requested," and will caution the member to consider commercial insurance coverage for storage beyond the maximum permitted; and
 - (3) Outhandling, drayage, and unpacking services in conjunction with personal property remaining in storage at member's expense at destination beyond the permitted storage period are permitted prior to the issuance of new a PCS order. These post storage services, payable at Government expense, will be obtained by issuing a service order against an existing contract or through small purchase procedures.
- c. Temporary Storage Beyond 180 Days in Connection with Temporary Duty or Deployment for More Than 90 Days (U5375-B3a).
- (1) With an approval endorsement by the commanding officer on a member's request for an extension of storage temporary storage in connection with a PCS will be extended beyond 180 days for members who are performing temporary duty or who are deployed for more than 90 days or for an indefinite period. The additional period of temporary storage may be approved for the entire period of temporary duty or deployment and may continue for 90 days after return from such temporary duty or deployment;
 - (2) The cost of the extended temporary storage will be charged to the PCS order that transferred the member to the command involved;
 - (3) PPTO's will provide individual members with written approval for storage extension. Commanding officers will advise PPTO's of temporary storage authorization terminations; and
 - (4) PPTO's will arrange for extension of storage upon request of the member, when supported by the written approval from the member's commanding officer.
- d. Additional Storage in Excess of 180 Days Under Circumstance Beyond Member's Control (U5375-B3b).
- (1) Additional storage under circumstances beyond the member's control may be permitted by the PPTO for 90 additional days (up to 270 day total) for the criteria of need:

- (a) Impending assignment to Government quarters (to permit direct delivery to Government quarters);
 - (b) Impending occupancy of non-Government quarters (to permit locating suitable housing); or
 - (c) Other extenuating circumstances impacting a member (to permit coping with emergencies, attending to family illness or injury, errors in Government housing occupancy forecast date, etc.).
 - (2) Using the same need criteria, request for temporary storage in excess of 270 days will be forwarded to the Commandant (G-PMP-2) for consideration.
 - (3) PPTO's should maintain close liaison with Housing Offices regarding Government and non-Government housing availability and assist members with their request.
3. WITHDRAWAL AND DRAYAGE OF PARTIAL LOTS FROM TEMPORARY STORAGE (U5375-E). A member may withdraw, at Government expense, a portion of HHG from temporary storage providing the items have been identified, segregated, inventoried and packed as required for extra pick up and delivery in par. 3002-2, and such withdrawal is permitted by the local PPTO. Items in addition to those identified may be withdrawn at Government expense upon approval of the PPTO who cleared the shipment for storage. Items not previously identified or subsequently approved for withdrawal at Government expense may be withdrawn provided the destination PPTO is notified that the member agrees in writing to bear all excess costs that may result. Normally the member will be required to provide the inventory numbers of the items for which withdrawal is required. When the member is unsure of carton contents and has been allowed by the PPTO and the storage facility to open cartons to determine contents, the member is required to remove the opened cartons from storage. When partial withdrawal has not been authorized in advance and/or not authorized on the PPGBL and/or is approved subject to collection of excess cost, the PPTO will furnish notification to USCG Finance Center. The notification will include the name of the member, the PPGBL number, the weight of the property withdrawn, the date of withdrawal, and a statement that the withdrawal was permitted at Government expense or subject to collection of excess costs in accordance with par. 2008. PPTO's have authority to deny request when the items requested do not justify the expense.
4. TEMPORARY STORAGE IN CONNECTION WITH SHIPMENT FROM NONTEMPORARY STORAGE (U5375-C).*
5. MODIFICATION, REVOCATION, OR CANCELLATION OF ORDERS (U5375-G).*

6. ISSUANCE OF FURTHER CHANGE-OF-STATION ORDERS AFTER MEMBER'S ARRIVAL AT NEW DUTY STATION (U5375-F).*
7. TEMPORARY STORAGE CONVERTED TO NONTEMPORARY STORAGE (U5375-D).*

4001 NONTEMPORARY STORAGE (NTS) (U5380)

1. GENERAL. (15310-G and U5380-A). A member submits a request for NTS on Application for Shipment and/or Storage (DD Form 1299). The member will be counseled carefully on the time limitations for NTS under current orders and of the member's responsibility, upon receipt of a new order, to request either shipment or continued NTS as permitted by the new order. A permanent mailing address must be recorded on the DD Form 1299 used to request NTS. Additionally, the DD Form 1299 will be annotated in block 13 with the estimated NTS entitlement expiration date. This date will be determined by adding the tour length to the reporting requirement in the member's order.
2. PLACE OF NONTEMPORARY STORAGE (U5380-B).
 - a. General. NTS of HHG may be permitted in either Government or commercial facilities, whichever is determined by the PPTO to be more economical to the Government. When determining the storage facilities to be utilized, a cost comparison will be made only when the Government storage facility is located within the local drayage area or commercial zone as defined in the Code of Federal Regulations, Title 49, Part 1048. Cost comparisons will be computed as shown in the PPTMR (DOD 4500.34-R, Chapter 2).
 - b. Return of HHG from outside CONUS. (U5380-B2).*
 - c. Letter of Notification Upon Receipt of Goods. Upon arrival of the goods at the Government storage facility, it will be the responsibility of the storing activity to furnish a letter notification of receipt to the owner. The notification will be prepared in duplicate and as prescribed in the following sample letter. The original of the notification of receipt of property will be forwarded to the member. See Figure 4-1.
 - d. Nontemporary Storage Authorized While Household Goods are in Transit (U5380-B3).*
 - e. Storage in Overseas Facilities. Personal property of Coast Guard personnel may be placed in NTS in overseas areas when the member retires or transfers and intends for the home of selection to be in the same overseas area; or when a member receives a PCS within the same overseas area and desires NTS in lieu of shipment; or when such storage is required incident to assignment to or termination of assignment to Government quarters. NTS in overseas areas may be permitted when the PPTO considers it to be in the best interest of the Government and the

COMDTINST M4050.6

member. Use of Government storage space is preferred over use of commercial facilities. In the absence of adequate NTS facilities, the property must be returned to CONUS for storage in an approved NTS facility at the port of entry.

**SAMPLE LETTER OF NOTIFICATION TO OWNERS OF GOOD IN GOVERNMENT
NONTEMPORARY STORAGE FACILITIES**

From: _____

To: _____

Subj: RECEIPT OF HOUSEHOLD GOOD FOR NONTEMPORARY STORAGE

1. Receipt of your household goods is acknowledged. They were consigned to **(name of designated storing activity)** under **(bill of lading number)** for nontemporary storage. The shipment consisted of **(number of)** pieces of packed and crated goods weighing **(gross weight)** which are currently stored at the **(to be completed if household goods are stored at an annex or a component of the designated storing activity)**.
2. Every precaution has been taken to protect your household goods while in the custody of this activity.
3. Your household goods will be held in nontemporary storage until **(insert appropriate date of termination as forth in the JFTR, pars. U4770-C AND U5380-L)**. Your attention is invited to the application for nontemporary storage signed by you which provides that household goods not withdrawn within the prescribed time limit, or promptly upon request of the commanding officer of the storage facility concerned, may be placed in commercial storage at your personal expense and risk.
4. Inquiries regarding storage of your household goods may be addressed to the **(complete mailing address of the storing activity)**.
5. When shipment from storage is desired, the request must be supported by copies of your new order and an Application for Shipment and/or Storage of Personal Property (DD Form 1299).

(Signature of Commanding Officer of Storage Activity)

Figure 4-1

COMDTINST M4050.6

3. NONTEMPORARY STORAGE OF HOUSEHOLD GOODS CURRENTLY IN TEMPORARY STORAGE (U5380-E).*
4. SUCCESSIVE PERIODS OF ENTITLEMENT TO NONTEMPORARY STORAGE (U5380-I).*
5. MODIFICATION, REVOCATION, OR CANCELLATION OR ORDERS (U5380-J).*
6. TIME LIMIT (U4770-C and U5380-L).*
7. NONTEMPORARY STORAGE AS AN ALTERNATIVE TO SHIPMENT (U5380-C).

A PPTO may authorize or approve requests for NTS in lieu of shipment in the following cases:

- a. A member is ordered on PCS to duty in an area within the United States and the order indicates there is a scarcity of available civilian housing or a scarcity of adequate civilian housing;
 - b. The overall cost for transportation to the permitted destination is more costly than the overall cost for NTS, and shipment of the PCS weight allowance is permitted but NTS is not specifically permitted in the JFTR. The PPTO will calculate the costs for NTS, using the average length of the tour to which the member is being assigned. Copies of all calculations made will be included in the member's file at the origin activity. The PPTO must appropriately document, and include in the member's file, requests (approved or disapproved) for NTS in lieu of shipment appearing to be in the best interest of the Government, but which are not determined to be cost advantageous.
8. NONTEMPORARY STORAGE CONVERTED TO TEMPORARY STORAGE (U5380-D). All requests for conversion of NTS to temporary storage will be supported by a DD Form 1299 and a statement of the circumstances which necessitate the conversion. Requests should be forwarded for approval to the PPTO who has cognizance over the NTS lot (see par. 1006, item 5).
 9. WITHDRAWAL OF HOUSEHOLD GOODS FROM NONTEMPORARY STORAGE AS AN ALTERNATIVE TO CONTINUED STORAGE (U5380-F).*
 10. NONTEMPORARY STORAGE WHEN ASSIGNED TO GOVERNMENT QUARTERS (U5355-C and U5380-G).
 - a. The entitlement to storage of property in excess of that which can be accommodated in Government quarters in this paragraph and JFTR, pars. U5355-C, U5355-D1, U5355-D2, U5380-G2a, and U5380-G2b are extended to apply to overseas locations. Selection of the place of physical storage of such property will be in accordance with par. 4001.

- b. Personal property of Coast Guard personnel may be placed into NTS for the duration of the occupancy, provided:
 - (1) The quarters assigned are inadequate to accommodate all of the good shipped to the duty station; and
 - (2) Application for storage (DD Form 1299) is made before delivery or within 30 days of the date of delivery of the HHG to the quarters.

11. DETERMINATION AND COLLECTION OF EXCESS COSTS.

- a. Storage in Excess of Maximum Time Limit. The PPTO will notify the member in writing of the impending expiration date 90 days prior to the actual expiration date, and will advise the member of action to be taken if continued storage is necessary. If the member does not reply within 45 days, the PPTO will send a follow up letter to the member's command, and a copy to the member, the PPTO having cognizance of the new command, and a copy to the member's permanent mailing address. If there is still no response from the member to the second inquiry, the PPTO will, 15 days prior to the expiration date, contact the member's commanding officer by message to make one final attempt to locate the member. If there still is no response from the member and all attempts to locate the member have failed, and if the PPTO has no bona fide reason to continue the storage at Government expense, the PPTO will take action to convert the NTS to the member's personal account as soon as possible.
- b. Personal Property Weighing in Excess of the Member's Authorized Weight Allowance. Initial preparation, drayage, handling and storage will be at Government expense. When it has been determined that HHG in storage exceed the member's total authorized weight allowance, costs for storage of HHG weighing in excess of the member's authorized weight allowance will be paid by the Government and collected from the member in accordance with the following:
 - (1) If member is in a pay status (active duty receiving retired pay): When all shipments under one PCS are audited by Coast Guard Finance Center, the excess cost will be computed on the shipment/storage lot which results in the least cost to the member. If the excess cost is found to fall on the NTS lot, it will be computed through the member's entire projected storage period. Coast Guard Finance Center will so advise the member, in writing, providing the following options:
 - (a) Remit entire cost amount;
 - (b) Acknowledge the excess cost and request collection by pay record checkage; or
 - (c) Submit a rebuttal to Commanding Officer, Coast Guard Finance Center as follows:

1. Incorrect amount of PBP&E and documentation;
2. Crated items, number and dimensions.

Commanding Officer, Coast Guard Finance Center will take action on member's rebuttal and the member will be afforded the options in (a) and (b) above if still appropriate.

- (2) If the member is in or entering a nonpay status (separation, release from active duty with readjustment pay, or deceased), the PPTO will estimate excess costs, collect in advance, and report the circumstances to Coast Guard Finance Center for final determination and additional collection action as appropriate.

- c. Collection of Excess Nontemporary Storage Cost for Retirees. When HHG for a retired member remain in storage beyond the prescribed time limit in accordance with the JFTR, NTS costs will be paid by the Government and the costs collected by pay account checkage.

4002 SPECIAL STORAGE IN CONNECTION WITH TEMPORARY DUTY OR DEPLOYMENT FOR MORE THAN 90 DAYS (U4770-B)

1. Upon written approval by the member's commanding officer, special storage will be arranged when the member is ordered to temporary duty or deployment in excess of 90 days. This storage is intended for members who must vacate Government or non-Government quarters ashore during deployment. Special storage is limited to members who do not draw BAQ or will lose entitlement to BAQ during temporary duty or deployment. However, storage is also permitted for members who have always resided separately from the dependents on the current tour of duty and who have received BAQ at the with-dependents rate. Special storage includes shipment, drayage, packing and crating if necessary to place the HHG in storage and return the HHG to the member upon completion of the deployment.
2. Special storage is limited to the member's PCS weight allowance state in JFTR, par. U5310-B.
3. Funding and accounting guidance should be obtained by commanding officers through the appropriate chain of command. Upon receipt of funding and accounting data, commanding officers will issue letters of authorization for eligible members desiring special storage using the following format:

From: Commanding Officer, _____

To: Appropriate Personal Property Transportation Officer

Subj: SPECIAL STORAGE OF HOUSEHOLD GOODS (HHG)

Ref: (a) JFTR, par. U4770-B

1. The personnel listed in enclosure (1) will commence temporary duty or deployment for more than 90 days and are permitted drayage and special storage of HHG's IAW reference (a).
2. Temporary duty/deployment is a requirement of the military service and drayage and special storage of HHG's is permitted at Government expense.
3. Cost of HHG's services is chargeable to: List accounting data and funding of AFC-30 Unit Funds.
4. Activities processing documents citing the above accounting data forward a copy to Coast Guard Finance Center.

(CO's Signature)

Encl: (1) List of Eligible Personnel

4. Upon return from deployment, members who have elected the special storage option must remove HHG from storage upon return to Government quarters ashore or receipt of the quarters allowance or reoccupation of local economy quarters but not later than 90 days after return. Commanding officers will advise the PPTO in writing of the termination of special storage authorization.
5. All arrangements for special storage will be made by the PPTO, using basic agreement storage contractor through issuance of a service order (DD Form 1164).

TRANSPORTATION OF PERSONAL PROPERTY
CHAPTER 5 SHIPMENT UNDER TEMPORARY DUTY ORDERS (U4700)

SHIPMENT UNDER TEMPORARY CHANGE OF STATION OR

TEMPORARY DUTY ORDERS (U4700)5000

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CHAPTER 5

SHIPMENT UNDER TEMPORARY DUTY ORDERS

5000 SHIPMENT UNDER TEMPORARY CHANGE OF STATION OR TEMPORARY DUTY ORDERS (U4700)

1. GENERAL (U4700, U4705, U4710). When a Coast Guard member receives an order for TDY/TAD with return to the same PDS, the order-issuing authority or the member's commanding officer is responsible for authorizing shipment of the temporary weight allowance in the member's order. Members under PCS orders with TEMDU en route to the new PCS station are covered by JFTR, par. U5345-C.
2. TEMPORARY DUTY ORDERS (U4700 AND U4705).*
3. TEMPORARY CHANGE OF STATION WEIGHT ALLOWANCE SHIPMENTS FOR GROUPS AND UNITS, UNDER EITHER INDIVIDUAL OR GROUP TEMPORARY ADDITIONAL DUTY ORDERS, CONSOLIDATED FOR TRANSPORTATION.
 - a. Documentation. PPTO's may consolidate individual temporary change of station weight allowance shipments for the purpose of transportation. Such consolidation may include property for members of units or groups traveling under individual or group TDY/TAD orders. Generally, DPM allows the flexibility necessary to achieve these types of consolidations. However, any method of shipment determined to be cost effective may be used, provided the method selected meets the member's needs. PPTO's will have an inventory prepared showing the following information of the personal property or HHG of each member within the consolidation:
 - (1) name;
 - (2) rank or rate;
 - (3) number or items or pieces;
 - (4) kind of items (see subpar. 3-b); and
 - (5) gross weight of items or pieces.A copy of each inventory containing the preceding information will be attached to the original DD Form 1299, and forwarded to the PPTO. A single DD Form 1299 will be prepared and signed by the PPTO, supported by copies of the individual or group TAD orders. Names of members on the orders who do not have property in the consolidated shipment will be lined out.
 - b. Authorized Articles (U4705). Only such items as considered necessary for the member's comfort and well being

during the period of TDY/TAD may be shipped at Government expense. The shipment of such items must be supported in writing from the member's commanding officer or order issuing authority that such items are for the member's personal use, comfort and well being during the period of temporary duty. Examples of items not authorized for shipment are: chandeliers, unfinished furniture, tapestries and carpets, wine and whiskey barrels, baby furniture and refrigerators.

**5001 TEMPORARY DUTY (TEM DU) IN CONNECTION WITH BUILDING,
FITTING OUT, CONVERSION, OR REACTIVATION OF VESSEL
(U4765)**

When a member is ordered from a PDS to TEMDU in connection with building, fitting out, conversion, or reactivation of a vessel, and such order directs duty on board when commissioned, the member will be entitled to shipment and storage of HHG as follows:

1. Assignment to a vessel not specified as unusually arduous sea duty. When duty aboard the ship after commissioning will not be considered as unusually arduous sea duty or the vessel will not be operating outside CONUS for a contemplated period of one year or more, the member will be entitled to any combination of the following:
 - a. Shipment of HHG within authorized weight allowances to the homeport of the vessel;
 - b. NTS of HHG within the member's PCS weight allowance;
 - c. Shipment of TEMDU weight allowance to the building, fitting out, conversion, or reactivation point, and from such point to the new homeport upon commissioning;
 - d. Shipment of HHG from NTS to the homeport of the vessel after commissioning and after the official announcement. This includes shipment after announcement and prior to completion of the TEMDU, commissioning of the ship, or the effective date of the homeport assignment. In addition, announcement of a further (second) change of homeport authorizes shipment of the PCS weight allowance to such further (second) homeport, even though the announcement occurs prior to the completion of the TEMDU, commissioning of the ship, or the effective date of the first homeport assignment, and regardless of whether the shipment to the first homeport was delivered to a residence or remained in SIT.
2. Assignment to a vessel involving unusually arduous sea duty or the vessel will be operating outside the U. S. for 1 year or more. When the duty aboard a vessel after commissioning will involve unusually arduous sea duty or it is contemplated that the vessel will be operating outside CONUS for a continuous period of one year or more, the member will be entitled to any combination of the following:

- a. Shipment of HHG, within the member's PCS weight allowance, to any place in CONUS the member may designate, including the building, fitting out, conversion, or reactivation point; this election precludes reshipment to the homeport under the same orders used for shipment to the designated place;
- b. NTS of HHG within the member's PCS weight allowance; or
- c. Shipment of the PCS weight allowance to the homeport on and after the date of the official announcement of such homeport. This includes shipment after announcement and prior to completion of the TEMDU, commissioning of the ship, or the effective date of the first homeport assignment.

**5002 TEMPORARY DUTY PENDING ASSIGNMENT OUTSIDE THE CONTINENTAL
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**5003 TEMPORARY DUTY WITHOUT RETURN TO PERMANENT STATION
 (U4730) .***

**5004 SHIPMENT OF HOUSEHOLD GOODS SUBSEQUENT TO STORAGE
 (U4775) .***

5005 INDETERMINATE TEMPORARY DUTY (U4755)

The provisions of JFTR, par. U4755 will apply to Coast Guard members only when orders clearly indicate TEMDU as being "indeterminate", and only upon permission being given in accordance with the provisions of par. 1005.

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TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 6 SHIPMENT UNDER PERMANENT CHANGE OF STATION ORDERS

SHIPMENT UNDER PERMANENT CHANGE OF STATION (U5310)6000

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CHAPTER 6
SHIPMENT UNDER PERMANENT CHANGE OF STATION ORDERS

6000 SHIPMENT UNDER PERMANENT CHANGE OF STATION ORDERS
(U5310)*.

6001 GENERAL

1. ORDERED TO MAKE A PERMANENT CHANGE OF STATION (U5310-A).
 - a. Use of Orders in Combination. When a member receives a PCS order, entitlements accruing under previous orders to shipment and storage are no longer valid, except as provided JFTR, par. U5310-A. Previous PCS orders may not be used in combination with current orders to ship HHG acquired subsequent to the effective date of the previous orders. Orders in combination may be used only to ship HHG to the new duty station from:
 - (1) A former duty station (including HOR) except on separation move as noted in JFTR, par. U5340-E, item 3;
 - (2) A designated point to which shipped under previous orders to sea duty or overseas duty. (In no event will the use of orders in combination permit shipment in excess of the unused balance of the authorized weight allowance in effect on the effective date of the prior orders from any former duty station),
 - b. Directive Orders and Permissive Authorizations Combined. The use of previous change of station orders permitted by JFTR, par. U5310-A includes combining permissive authorizations (no cost to the Government) with previous directive orders (containing appropriation data), limited to the weight allowance authorized by the directive orders. Personal property shipped must have been acquired prior to the effective date of the directive orders to be eligible for shipment. Shipment at Government expense will be limited to the comparative cost permitted by the directive orders, e.g., directive orders Mobile, AL, to New London, CT; permissive order from New London, CT, to Jacksonville, FL. Shipment request and permitted (with no excess cost) from Mobile, AL, to Jacksonville, FL, since the cost of the shipment to Jacksonville, FL, did not exceed that of a comparative shipment to New London, CT.
 - c. Examples of Entitlement. Further entitlement clarification using orders in combination is shown in the following cases:

Case 1:

Member ordered from A to B

Authorized weight under orders from A to B.....	8,000 lbs
Actual weight shipped from A to B.....	<u>6,000 lbs</u>
Unused Balance.....	2,000 lbs

Member ordered from B to C

Authorized weight under orders from B to C.....	8,000 lbs
---	-----------

Member may ship not to exceed 8,000 lbs to C of which 2,000 lbs may be shipped from A using orders in combination.

Case 2:

Member ordered from A to B

Authorized weight under orders from A to B.....	8,000 lbs
Actual weight shipped from A to B.....	<u>6,000 lbs</u>
Unused balance.....	2,000 lbs

Member ordered from B to C

Authorized weight under orders from B to C.....	10,000 lbs
---	------------

Member may ship not to exceed 10,000 lbs to C of which 2,000 lbs may be shipped from A using orders in combination.

Case 3:

Member ordered from A to B

Authorized weight under orders from A to B.....	8,000 lbs
Actual weight shipped from A to B.....	<u>6,000 lbs</u>
Unused balance.....	2,000 lbs

Member ordered from B to C

Authorized weight under orders from B to C.....	8,000 lbs
Actual weight shipped from B to C.....	<u>7,000 lbs</u>
Unused balance.....	1,000 lbs

Member ordered from C to D

Authorized weight under orders from C to D.....	10,000 lbs
---	------------

Member may ship not to exceed 10,000 lbs to D of which 1,000 lbs may be shipped from either A or B using orders in combination.

(The entitlement to ship the other 1,000 lbs not shipped from A to B is lost since 7,000 lbs were shipped from B to C.)

Case 4:

Member ordered from A to B (an overseas station)

Authorized weight under orders from A to B.....	8,000 lbs
Shipment made from A to a designated point.....	<u>6,000 lbs</u>
Unused balance.....	2,000 lbs

COMDTINST M4050.6

Member ordered from B to C

Authorized weight under orders from B to C.....	8,000 lbs
Shipment made from B to C.....	<u>1,000</u> lbs
Unused balance.....	7,000 lbs

Member ordered from C to D

Authorized weight under orders from C to D..... 8,000 lbs

Member may ship not to exceed 8,000 lbs to D of which 1,000 lbs may be shipped from A to D and 7,000 lbs from B or C or the designated point to which shipped under orders from A to B or 2,000 lbs may be shipped from A to D and 6,000 lbs from B or C or the designated point to which shipped under orders from A to B.

d. Shipment to a destination Within Commuting Area of Duty Assignment.

(1) General. Shipments which have arrived at the destination shown on the PPGBL may be delivered from SIT, at Government expense, to a residence from which the member commutes or intends to commute provided:

(a) The member is assigned to a shore duty station and commutes daily from such residence to the regular duty assignment; or

(b) The member is assigned to sea duty and commutes daily from such residence to the regular duty assignment while the vessel is in the homeport; or

(c) The shipment is to a destination within the daily commuting area of:

+ HOR/place from which ordered to active duty;

+ home of selection;

+ designated place or location.

(2) Approval by Personal Property Transportation Officer. PPTO's may approve requests for diversion/delivery from SIT to a residence from which the member commutes to the duty assignment on a daily basis provided the member signs the following statement to be entered on the delivery order or Statement of Accessorial Services Performed (DD Form 619): "I (plan to) commute daily from (complete delivery address) to my duty assignment." This statement is not required for shipments under the categories specified in par. 1.d.(1)(c), above.

2. PERMANENT CHANGE OF STATION BETWEEN DUTY STATIONS LOCATED IN PROXIMITY TO EACH OTHER (U5355-B1). The Commanding Officer of the gaining command must certify that relocation of the member's HHG is mission essential and in the best interests of the Government. Written requests with this statement included must be submitted to Commandant (G-PMP-2) for decision.

3. PERMANENT CHANGE OF STATION BETWEEN DUTY STATIONS NOT IN PROXIMITY TO EACH OTHER (U5355-B2). A local move at origin or destination is authorized when a member is ordered to make a PCS between PDS's not in proximity to each other.

6002 ENTRANCE INTO THE SERVICE (U5345-A) .*
6003 CALLED (OR ORDERED) TO ACTIVE DUTY (U5345-B) .*
6004 ORDERED TO OR FROM SEA DUTY OR TO DUTY OUTSIDE CONUS
(U5350)

1. ORDERED TO A DUTY STATION OUTSIDE CONUS TO WHICH SHIPMENT OF HOUSEHOLD GOODS IS PERMITTED (U5350-A).
 - a. Dependent Entry Approval. Members ordered to an overseas duty station requiring dependent entry approval must meet the requirement specified in COMDTINST M1000.6 (series), Section 4-E.
 - b. Members with dependents. Members with dependents must have dependent entry approval from the overseas command prior to shipment except as noted in subparagraph c.
 - c. Concurrent Travel. Members may have HHG shipped immediately (without dependent entry approval) to the overseas duty station when the letter or message from the overseas command indicates that concurrent travel of dependents has been authorized and specifies housing is expected to be available. If a member desires to place all or a portion of the HHG in NTS or ship them to a designated location in CONUS rather than ship them to the overseas duty station, the PPTO will ensure that the member is advised that reshipment is not authorized at Government expense prior to receipt of the next PCS order. An exception is made when a member desires to have the NTS converted, retroactively, to 180 days temporary storage and then shipped to the overseas station. However, the member is responsible for the cost of all storage charges beyond 180 days except under extension situations authorized in JFTR, par. U5375-B3b. Additionally, shipment will be limited to the cost of shipment in one lot to the new duty station.
 - d. Members Without dependents. Members without dependents (single members) are not required to have entry approval but will be counseled to communicate with their prospective overseas commands to determine what type of living quarters they will be occupying. This communication must determine the items of furniture which may be used at the overseas station to prevent shipment of unnecessary items. Members must have 12 months remaining in the "overseas duty tour" after the scheduled date of arrival of the HHG at the overseas station. All or a portion of the PCS weight allowance of HHG may be placed in NTS or shipped to any other point(s) in accordance with JFTR, par. U5340-E, item 3. Incident to PCS orders between overseas duty stations, the PPTO may authorize shipment of goods from the old duty station,

NTS, and/or any other points(s) in accordance with JFTR, par. U5350-A, to the new overseas duty station.

- e. Overseas Duty Station. Members with or without dependents, ordered to unrestricted overseas duty station on "All Others" tours may, with the area commander's approval, have HHG shipped to the overseas location at Government expense. An "All Others" tour is one for personnel not accompanied by command sponsored dependents.
 - f. In Place Consecutive Overseas Tour (IPCOT). A member in receipt of a PCS order for a consecutive fully prescribed tour at the same overseas PDS is authorized to ship HHG from a designated location in CONUS or place of NTS to the overseas duty station or to the place dependents are authorized to travel under JFTR, par. U5222-D1, E. F. or G.
- 2. SHIPMENT OF HOUSEHOLD GOOD PROHIBITED BUT WILL BE AUTHORIZED WITHIN 20 WEEKS (U5350-A2). Coast Guard members may not have HHG shipped to the overseas duty station prior to receipt of a letter or message from the overseas command granting dependent entry approval into the overseas area. Dependents are not issued separate travel orders. Documentation required to substantiate the shipment are a completed Application for Shipment and/or Storage of Personnel Property (DD Form 1299), copies of the member's order, and the letter or message authorizing dependent entry approval. The overseas command may, however, authorize shipment of the HHG prior to entry approval being granted. In these instances, the letter or message from the overseas command replaces the dependent entry approval letter or message as a substantiating document.
 - 3. ORDERED FROM SHORE DUTY TO SEA DUTY OTHER THAN UNUSUALLY ARDUOUS SEA DUTY (U5350-C). The homeport of a ship or afloat staff is the duty station for personal property entitlement purposes for members under orders to sea duty. When a member is ordered from a shore station to sea duty with a homeport at the same duty station, shipment of HHG is not authorized unless the member is transferred to a ship, that has been designated as unusually arduous sea duty (U5317, item 8).
 - 4. ORDERED FROM A DUTY STATION IN CONUS TO A STATION OUTSIDE CONUS TO WHICH SHIPMENT OF HOUSEHOLD GOODS IS PROHIBITED OR RESTRICTED, TO UNUSUALLY ARDUOUS SEA DUTY, OR DUTY UNDER UNUSUAL CIRCUMSTANCES (U5350-D).
 - a. Members Ordered to a Dependent Restricted Tour Area. Dependent restricted tour areas are designated in COMDTINST M1000.6, Exhibit 4-E-1. Such areas are shown as "*" in the "accompanied" column. In addition, shipment of HHG is not authorized to any location for which a "12" is shown in the "all others" column and/or the member is assigned to that area under an all others tour. Members with or without dependents ordered to a dependent restricted tour area station may only have UB shipped to that overseas location at Government expense.

- b. "UNACCOMPANIED TOURS" at Unrestricted Duty Stations.
Single members and members with dependents ordered to an unrestricted overseas station who choose to accept an "UNACCOMPANIED TOUR" may have HHG shipped to the overseas location at Government expense. An "UNACCOMPANIED TOUR" is one for personnel not accompanied by command sponsored dependents.
 - c. Shipment to a Designated Location in CONUS. When a member is assigned to an overseas station at which the member will serve an accompanied tour, and shipment of HHG is not authorized at the time but the member is advised in writing that it will be authorized at some point after 20 weeks of the member's reporting date, the DD Form 1299 will be supported by a statement from the member's overseas area command or commanding officer, substantially as follows: "It is anticipated that travel of dependents and shipment of personal property will not be authorized within 20 weeks from this date (Signature of authorized person)." PPTO'S will ensure that members are advised that shipment to a designated place precludes reshipment at Government expense unless the member receives such a statement. All or a portion of a member's weight allowance may be stored for the duration of the member's tour of duty overseas. The preceding certificate is not required when a member places the HHG in NTS pending entry approval and subsequent shipment to the overseas duty station. If the member desires that a portion of the HHG remain in storage for the duration of the overseas tour and the remainder be withdrawn from storage and shipped to the overseas station upon receipt of authority for travel of dependents or movement of personal property, separate procurement documents will be issued for each portion of the property. Also, the special inventory service order procedures outline in DOD 4500.34-R, Appendix H, Section C-5-a will be used to identify the storage lots designated for later overseas delivery. When it cannot be determined whether all or a portion of the goods will eventually be shipped to the overseas station, subsequent handling necessary to separate items to be shipped may be provided at Government expense.
 - d. Assignment to Unusually Arduous Sea Duty. High Endurance Cutters (WHEC) and Icebreakers (WAGB) are designated as unusually arduous sea duty vessels. See the current edition of Operating Facilities of the USCG (COMDTINST M5440.2 (series)). (U5350-D).
- 5. ORDERED FROM DUTY OUTSIDE CONUS TO A STATION OUTSIDE CONUS TO WHICH SHIPMENT OF HOUSEHOLD GOODS IS PROHIBITED OR RESTRICTED, TO UNUSUALLY ARDUOUS SEA DUTY, OR DUTY UNDER UNUSUAL CIRCUMSTANCES (U5350-E).*
 - 6. ORDERED FROM SEA DUTY TO SEA DUTY (U5350-H).*
 - 7. ORDERED FROM SEA DUTY TO A SHORE DUTY STATION OUTSIDE CONUS (U5350-G).*

8. ORDERED TO OR FROM A VESSEL, AFLOAT STAFF OR AFLOAT UNIT DEPLOYED AWAY FROM HOMEPORT (U5350-I).*
9. HOMEPORT OF VESSEL, AFLOAT STAFF OR AFLOAT UNIT OFFICIALLY CHANGED (U5350-J). When the homeport of a ship or afloat unit is changed, the DD Form 1299 will be supported with copies of the member's homeport change order. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous on the effective date of a homeport change, is entitled to transportation of HHG to the same destination as authorized for dependents. HHG may not be shipped to a new homeport when a member receives a PCS order, before the HHG are shipped to new port, directing detachment from the unit undergoing the change of homeport.
10. VOLUME MOVEMENTS OF PERSONAL PROPERTY.
 - a. General. Upon notification of an impending ship homeport change of station, the origin PPTO will:
 - (1) Offer assistance to the ship in the forthcoming move and determine the estimated volume of personal property to be shipped. A standard format letter to be used for this purpose is shown in Figure 6-1 below;
 - (2) Comply with volume move procedures prescribed by the DOD 4500.34-R, Chapter 5 furnishing copies of all correspondence in connection with the volume move to the destination PPTO; and
 - (3) Maintain continuous contact with the destination PPTO as a means of monitoring performance of assigned carriers.
 - b. Volume Move Letter and Enclosure. Use the form letter and enclosure for the Volume Move in Figures 6-1 and 6-2 to obtain the estimate of personal property to be shipped.

FORMAT FOR VOLUME MOVE LETTER

Date: _____

From: _____
(origin PPTO)To: _____
(Commanding Officer)Subj: REQUEST FOR INFORMATION ON VOLUME MOVEMENT OF PERSONAL
PROPERTYRef: (a) (authority announcing homeport change)
(b) DOD 4500.34-R, Chapter 2, Part H, par. 5

1. This command has received a copy of reference (a) which assigns a homeport/Permanent Duty Station of _____ vice _____ for the _____ effective _____. (ship or unit)
(As shown in ref (a))
2. In order to comply with reference (b), it is requested that the information indicated in enclosure (1) be furnished to this command as soon as practicable. Because this report must be forwarded to the Military Traffic Management Command (Attn: MTMC-MTOP-TMC), Washington, DC, at least thirty (30) days in advance of the movement of personal property, your cooperation in this matter will be appreciated.
3. The Personal Property Transportation Office is located in building _____ telephone number _____ extension _____ and will be pleased to assist members and their dependents with their personal property problems. Specific questions may be referred to _____ of my office.

Encl: (1) Form letter requesting data
Copy: MTMC-MTOP-TMC, Washington, DC

Figure 6-1

FORMAT FOR ENCLOSURE TO VOLUME MOVE LETTER

Date: _____

From: _____
 Commanding Officer (Ship or Unit)

To: _____

Subj: VOLUME MOVES OF PERSONAL PROPERTY

Ref: (a) (PPTO ltr to ship)
 (b) DOD 4500.34-R, Chapter 2, Part H

1. In compliance with reference (a), the following information required by reference (b) is furnished:

a. Number of individual shipments: _____
Total: UB: _____ HHG: _____

b. Estimated weight of each shipment: _____

c. Estimated total weight of all shipments: _____

- 6005 ORDERED TO AN AREA WITHIN CONUS WHERE THE SHIPMENT OF HOUSEHOLD GOODS IS PROHIBITED (U5345-F) .*
- 6006 NONTEMPORARY STORAGE WHEN ORDERED ON PERMANENT CHANGE OF STATION TO REMOTE AND HOUSING SHORTAGE AREA IN CONUS (U5380-H) .*
- 6007 ORDERED TO A HOSPITAL IN CONUS (U5345-G) .*
- 6008 ORDERED ON PERMANENT CHANGE OF STATION WITH TEMPORARY DUTY EN ROUTE OR WHILE ON TEMPORARY DUTY (U5345-C) .*
- 6009 ORDERED ON PERMANENT CHANGE OF STATION TO A PERMANENT STATION IN VICINITY OF PLACE OF STORAGE (U5345-I) .*
- 6010 ORDERED TO ATTEND A COURSE OF INSTRUCTION OF 20 WEEKS OR MORE (U5345-E) .*
- 6011 ORDERED FROM PERMANENT STATION TO AWAIT ORDERS, DETAIL, ASSIGNMENT, OR SEPARATION (U5345-H) .*
- 6012 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY (U5360)

1. GENERAL. Incident to orders for separation from the service or relief from active duty, shipment of HHG is authorized from the last duty station to the member's HOR or place from which called (or ordered) to active duty, as the member elects. A member may move HHG from/to other points not to exceed the cost that the Government would have incurred by shipping one lot of HHG from the last duty station to the HOR or place from which called (or ordered) to active duty. Shipment from the HOR is not authorized unless the member can establish that the goods were brought into the service at Government expense during the current tour of active duty. Goods may be considered as having been brought into the service if they were:

- a. Previously shipped to the HOR as a designated place incident to orders to sea duty;
- b. Shipped to the HOR as a place of lesser distance incident to a PCS order; or
- c. Shipped to the HOR when the HOR is a place of authorized NTS at Government expense.

When an order in connection with separation from the service or relief from active duty contains a statement indicating that the member will report home upon completion of separation processing and be considered released from activity duty, shipment of HHG may be made before the endorsement indicating actual separation or release is received by the member.

2. SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY TO CONTINUE IN THE SERVICE (U5360-C).*
3. SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY UPON EXPIRATION OF ENLISTMENT OR PRESCRIBED TERM OF SERVICE (U5360-D).*
4. RELIEF FROM ACTIVE DUTY FOR MEMBERS OF THE RESERVE COMPONENTS CALLED (OR ORDERED) TO ACTIVE DUTY FOR LESS THAN 20 WEEKS OR LESS THAN 6 MONTHS FOR INITIAL ACTIVE DUTY FOR TRAINING (U5360-E).*
5. MEMBERS REQUIRED TO VACATE GOVERNMENT CONTROLLED QUARTERS UPON SEPARATION FROM SERVICE OR RELIEF FROM ACTIVE DUTY (U5360-F).*
6. TIME LIMITATION FOR SHIPMENT INCIDENT TO SEPARATION (U5360-G). The time limit for shipment incident to separation is 180 days from separation date. Members must file an application with the PPTO prior to midnight of the 180th day in order to ship. The HHG must be turned over for shipment as soon as possible after the application is submitted. The pick up may be delayed up to 30 days by the local PPTO. A further delay in pick up may be authorized in hardship situations upon written request by the member to Commandant (G-PMP-2), U. S. Coast Guard, 2100 2nd Street, SW., Washington, DC 20593-0001, with a copy to the cognizant transportation office.
7. MEMBER SERVING IN CONUS WHO HAS NO DEPENDENTS AND WHO IS SEPARATED FROM THE SERVICE UNDER OTHER THAN HONORABLE CONDITIONS (U5360-I).*
8. DISCIPLINARY ACTION TAKEN AGAINST MEMBER STATIONED OUTSIDE CONUS OR MEMBER DISCHARGED UNDER OTHER THAN HONORABLE CONDITIONS OR SENTENCED TO CONFINEMENT WITH OR WITHOUT DISCHARGE (U5370-D8).*
9. SHIPMENT OF HHG OF MEMBERS WITH DEPENDENTS STATIONED IN CONUS INCIDENT TO A COURT-MARTIAL SENTENCE OR ADMINISTRATIVE DISCHARGE UNDER OTHER THAN HONORABLE CONDITIONS (U5370-J).*

6013 RETIREMENT, PLACEMENT ON TEMPORARY DISABILITY RETIRED LIST, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY SEPARATION WITH READJUSTMENT OR SEPARATION PAY (U5310-A)

1. SHIPMENT TO HOME OF SELECTION AUTHORIZED (U5365-A and U5130-A).
 - a. A member with 18 or more years of active service as of 1 November 1981 is authorized shipment of HHG to a home of selection anywhere in the world. Information on import duties and excise taxes may be found in the PPCIG, Volume 2 (Worldwide).

- b. Members who had less than 18 years of active service as of 1 November 1981 are authorized shipment of HHG to a home of selection as follows: (1) Any place within the United States; or (2) a place outside the United States from which the member was called or ordered to active duty or ordered to the first duty station; or (3) to any other place at a cost not to exceed what it would have cost the Government had the member selected a home at a place in CONUS.
- c. Duty-free entry of personal property owned by retirees into foreign countries is dependent upon the laws of the foreign country concerned. (For shipments to a foreign country, the Request for Duty-free Admittance of Personal Effects and Furniture (DD Form 1273) will not be used). Import duties assessed by foreign governments are not payable at U. S. Government expense. Members requesting shipment to a foreign country should be counseled to contact the consulate or embassy of the foreign country concerned for information on customs requirements, allowable and restricted items, documentation required by customs authorities, and assistance as required.
- d. When the member chooses a home of selection prior to shipment of HHG, the following certification will be entered on the Application for Shipment and/or Storage of Personal Property (DD Form 1299):

"I certify my home of selection is _____.
If the member is required to vacate Government quarters prior to choosing a home of selection, the following notation will be entered on the DD Form 1299:

"This is a local move in connection with a requirement to vacate Government quarters due to retirement."
The member must furnish Coast Guard Finance Center a copy of the retirement Travel Voucher or Subvoucher (DD Form 1351-2) or a certificate naming the place selected for the purpose of receiving travel allowances incident to retirement within the time limit set forth in JFTR, pars. U5365-A, D, E, or F, as applicable.

- 2. SHIPMENT TO HOME OF SELECTION NOT AUTHORIZED (U5365-B).*
- 3. STORAGE (U5365-C and U5380-K). Under the provisions of JFTR, par. U5365-C1, Coast Guard members will be entitled to NTS at Government expense from the date the property is placed in storage under appropriate retirement orders until one year from date of termination of active duty. For example, a member whose property is placed in storage under retirement orders two months prior to date of release from active duty will be entitled to NTS at Government expense from the date property is placed in storage until one year from date of termination of active duty, or a total of 14 months.

4. EXTENSIONS OF TIME LIMITS (U5365-D, E AND F). For Coast Guard members, Commandant (G-PMP-2) is authorized to extend certain shipping and storage time limitations. (See par. 1005 for types of extensions requiring Commandant's approval).
5. MEMBER UNDERGOING HOSPITALIZATION OR MEDICAL TREATMENT (U5365-D).
 - a. On Date of Termination of Active Duty (U5365-D1). NTS and shipping entitlement may be extended until one (1) year after the date of discharge from the hospital or termination of medical treatment.
 - b. During One Year Period Subsequent to Date of Termination of Active Duty (U5365-D2). NTS entitlement will accrue until one year after termination of active duty plus a period equal to the time within that year the member was hospitalized or under medical treatment. A further extension of the time limitation for storage is not authorized. Storage in excess of this period will be at the member's expense. The entitlement to shipment, however, will accrue until one year after termination of active duty, plus a period equal to the time the member was hospitalized or under medical treatment. A copy of each extension of shipping entitlement involving NTS will be provided to the responsible storage facility.

Example 1: Member's active duty terminates 1 January 1992. Member enters the hospital or commences medical treatment on 1 June 1992. Member is released from the hospital or medical treatment on 1 November 1992. Member is entitled to shipment and/or NTS for one year, 1 January 1992 to 31 December 1992, plus the time hospitalized or under medical treatment 1 June to 1 November or five months, thus extending entitlements to one year and five months or to 31 May 1993.

Example 2: Member's active duty terminates 1 January 1992. Member enters the hospital or commences medical treatment on 1 June 1992. Member is released from the hospital or medical treatment on 1 August 1993. Member is entitled to shipment of HHG for one year plus the period of time hospitalized or under medical treatment, from 1 June 1992 to 1 August 1993 or 14 months, thus extending entitlement to shipment to 2 years and 2 months or 29 February 1994. Member is entitled to NTS of HHG for one year plus the period of hospitalization or medical treatment within the 1 year. The 1 year from 1 January 1992 to 31 December 1992, plus the time of hospitalization or medical treatment within the one year, 1 June 1992 to 31 December 1992 or seven months, thus entitles the member to NTS of 1 year and 7 months or until 31 July 1993. Storage beyond this time will be at the member's expense.

6. MEMBER UNDERGOING EDUCATION OR TRAINING (U5365-E). For extension purposes, any type of education is acceptable. This includes attendance (full or part-time with a minimum of 9 credit

hours per semester or equivalent) at a school, college, university, or specialized training course such as real estate, insurance, data processing. It also includes periods of on-the-job training when confirmed in writing by the employer. Entitlement to shipment of HHG to a home of selection may be extended until one year after completion of education or training or two years after the date of termination of active duty whichever is earlier. The member must provide copies of certificates showing the dates of commencement and completion of the education or training, at the time application for extension/shipment of personal property is made. Entitlement for NTS at Government expense accrues for one year after release from active duty. A copy of each extension involving NTS will be provided to the responsible storage activity. All costs of NTS beyond one year will be at the member's expense and will be collected as directed in Chapter 4. The administrative instructions in subpar. 4001-11a will be applied to extensions under this paragraph.

7. OTHER DESERVING CASES (U5365-F). Requests for extensions based on "other deserving cases" criteria will be forwarded, with complete justification and supporting documentation to Commandant (G-PMP-2), U. S. Coast Guard, 2100 2nd St., SW., Washington, DC 20593-0001 for approval.
8. RECALLED TO ACTIVE DUTY BEFORE SELECTING A HOME (U5365-H).*
9. RECALL TO ACTIVE DUTY AFTER SELECTING A HOME (U5365-I).*
10. MEMBERS ON TEMPORARY DISABILITY RETIRED LIST WHO ARE DISCHARGED OR RETIRED (U5365-J).*
11. MEMBER DIES AFTER RETIREMENT OR RELEASE (U5365-K).*
12. MEMBER ORDERED HOME TO AWAIT DISABILITY RETIREMENT (U5365-L).*
13. MEMBERS REQUIRED TO VACATE QUARTERS BEFORE SELECTING A HOME INCIDENT TO RETIREMENT, PLACEMENT ON TEMPORARY DISABILITY RETIRED LIST, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY SEPARATION WITH READJUSTMENT OR SEPARATION PAY (U5365-G). The cost of both the move from quarters to a local address and the move to the final home of selection is chargeable to the accounting data contained in the retirement order.

6014 REASSIGNMENT OUTSIDE CONUS BEFORE THE PRESCRIBED TOUR OUTSIDE CONUS IS COMPLETED DUE TO BASE CLOSURE OR SIMILAR ACTION (U5350-K).*

6015 MEMBERS ASSIGNED TO FOREIGN SERVICE COLLEGES (U5345-E).*

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CHAPTER 7 TRANSPORTATION OF HOUSEHOLD GOODS UNDER UNUSUAL OR
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- 7001 **TRANSPORTATION OF HOUSEHOLD GOODS FROM OUTSIDE THE U. S. ,
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- 7002 **TRANSPORTATION OF HOUSEHOLD GOODS FROM OUTSIDE CONUS DUE
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- 7007 **SUPPORTING DOCUMENTS (U5370-A) .***
- 7008 **LOCAL MOVE AND NONTEMPORARY STORAGE INCIDENT TO
ASSIGNMENT OF TERMINATION OF GOVERNMENT OR GOVERNMENT
CONTROLLED QUARTERS (U5355-C)**

1. GENERAL. Members who place their names on a housing waiting list because of nonavailability of quarters and who are subsequently assigned Government quarters will be considered to have been directed by competent authority to make an involuntary move and will be authorized drayage and NTS in accordance with JFTR, par. U5355-C. Payment for the local move and/or NTS will be at Government expense in accordance with Coast Guard Housing Manual, (COMDTINST M11101.13) (series)). The costs of draying HHG originating from a temporary local residence (used by the member while awaiting assignment to Government quarters) to the assigned Government quarters and any NTS will be charged to the operating budget of the activity administering the housing funds. The costs of movements between housing units administered by different activities will be charged to the activity managing the housing unit into which the member is moving. When a Coast Guard member moves into quarters administered by other military services, the cost of the local move, including NTS when moving

from a local residence, should be charged to the operating funds of the organization controlling the assignment of quarters, regardless of military service.

2. MEMBERS REQUIRED TO VACATE GOVERNMENT QUARTERS IN CONUS.
Members required to vacate Government quarters in CONUS because their dependents no longer reside with them due to separation, divorce, dependents returning home to care for an ailing parent (includes sibling, grandparent, dependent relative, etc.), or other similar involuntary reasons will be authorized a local move and/or storage of their property at Government expense. In the case of separation or divorce, the HHG which have been awarded to an ex-spouse may be moved one last time, locally, subject to the member repaying any excess costs (e.g., destination is outside the local area). All costs will be charged to local funds.
3. MEMBERS REQUIRED TO VACATE GOVERNMENT QUARTERS OVERSEAS.
Members required to vacate Government quarters at an overseas activity for the reasons stated in subpar. 2, will be authorized a local move and/or storage of their HHG at Government expense. Any shipment required to move the property to an authorized NTS facility is also payable at Government expense. In instances wherein an order has been issued to authorized the return of dependents, NTS and necessary shipment costs will be charged to the accounting data contained in the dependents' travel order vice that in the order terminating the assignment to Government quarters.
4. TIME LIMIT TO PLACE NAMES ON HOUSING LIST. A time limit is not prescribed in which members are required to place their names on a housing list. The only restriction is that assignments to Government quarters are made with the expectation that a family will occupy such quarters for a minimum of six months. Coast Guard policy is to provide a local move of HHG at Government expense incident to occupancy of Government quarters. For a local move at Government expense, a member must have applied for Government quarters prior to accepting public quarters, the application must remain on file with the Housing Officer until Government quarters are available, and it must be reasonably expected that occupancy would continue for a minimum of six months.
5. LOCAL MOVES INTO GOVERNMENT QUARTERS. Local moves into Government quarters are authorized from a residence within the daily commuting area of the member's duty assignment. The daily commuting area includes any residence from which the member actually commutes on a daily basis to the duty assignment. The following statement will be entered on the DD Form 1299: "I commute from origin residence to my duty assignment on a daily basis."
6. NONTEMPORARY STORAGE OF HOUSEHOLD GOODS INCIDENT TO ASSIGNMENT TO GOVERNMENT QUARTERS. For limitation on entitlement to NTS of HHG in excess of Government quarters, refer to par. 4001-10.

7009 TRANSPORTATION OF HOUSEHOLD GOODS FROM OUTSIDE CONUS

1. DEPENDENTS DO NOT PERFORM AUTHORIZED TRAVEL. When, for reasons beyond the member's control, the dependents do not join the member overseas, or return to CONUS too early to be considered Command Sponsored, HHG may be returned at Government expense (U5370-D2).
2. DISCIPLINARY ACTION TAKEN AGAINST MEMBERS STATIONED OUTSIDE CONUS. Members stationed overseas are authorized (subject to approval of the convening authority) return shipment of HHG, whether or not they have dependents or dependent travel is involved. The distance for the entitlement is measured from the member's last or former duty station to the HOR or place from which called to active duty. NTS is not authorized (U5370-D, Item 8).
3. DISCIPLINARY ACTION TAKEN AGAINST MEMBERS STATIONED IN CONUS. Members with dependents only, are authorized transportation of HHG (subject to the approval of the convening authority) under the same conditions and circumstances as for dependent travel under JFTR, par. U5240-J. The distance of the entitlement is measured from the place to which last transported at Government expense to a designated place in CONUS. If the dependents are foreign nationals, the HHG may be transported to the place in the country of the dependent's origin. NTS is not authorized (U5370-J).

**7010 CADET OR MIDSHIPMAN DIES WHILE ENROLLED IN SERVICE
ACADEMY (U5370-G) .***

**7011 LOCAL MOVE AND STORAGE INCIDENT TO INVOLUNTARY EXTENSION
OF TOUR OF DUTY (U5380-G) .***

**7012 LOCAL MOVE INCIDENT TO VACATING LOCAL ECONOMY HOUSING
(U5355-D1 AND U5380-G2a) .***

**7013 LOCAL MOVE INCIDENT TO REASSIGNMENT OR PERMANENT CHANGE
OF STATION (U5355-B) .***

**7014 TRANSPORTATION OF HOUSEHOLD GOODS WHEN MEMBER OFFICIALLY
REPORTED AS DEAD, INJURED, ILL, ABSENT FOR A PERIOD OF
MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH
(U5372)**

1. GENERAL (U5372-A) .*
2. TIME LIMITATION (U5372-B). Requests to transport HHG of missing or deceased members, after the initial one year period from date of official status reports or one year after the death of a member while entitled to basic pay, will be submitted to Commandant (G-PMP-2), U. S. Coast Guard, 2100 2nd St., SW, Washington, DC 20593-0001.

3. WHEN AUTHORIZED (U5372-C).*
4. STORAGE (U5372-D).*
5. TERMINATION OF MISSING STATUS (U5372-E).*
6. APPROPRIATION CHARGEABLE (U5372-F)
 - a. GENERAL. The cost of personal property transportation, storage and related services will be charged, for fiscal accounting purposes, to the funding source in the change of station order, other transportation authorization, or as indicated in subpar. 2c. below, as appropriate. Shipment, drayage, storage, and related services are procured under a PPGBL, a contract (Statement of Work of Basic Agreement), or purchase order. The document identification number (TONO) and accounting data must be used on PPGBL's, contracts, and purchase orders. All requests for shipment, drayage, storage, or related services must be supported by change of station order containing a funding citation to support payment thereof.
 - b. GOVERNMENT BILLS OF LADING (GBL's).
 - (1) GENERAL. All costs for services procured with PPGBL are initially chargeable to Coast Guard Allotment Fund Code (AFC) 20.
 - (2) Permanent Change of Station (PCS), Temporary Duty in Connection with PCS Orders (TEM DU) and Temporary Additional Duty (TDY/TAD). Use the entire accounting citation as shown in the change of station order or other transportation authorization.
 - (3) Assignment, Reassignment, or Termination of Government Quarters. Cite the entire accounting citation as shown in the assignment, reassignment, or termination document (or, if appropriate, change of station order). Local funding must support all Government quarters moves and NTS of HHG in excess to Government quarters, except in the following cases:
 - (a) Direct delivery of a shipment moving in connection with a PCS order;
 - (b) Delivery from temporary storage of a shipment transported in connection with a PCS order;
 - (c) Moving out of Government quarters in connection with PCS order; and
 - (d) NTS of HHG in excess to Government quarters on a PCS move (subpars. (1), (2), and (3)).
 - c. CONTRACTUAL SERVICES. Use the entire accounting citation as shown in the change of station order or other transportation authorization.

7. ADMINISTRATIVE INSTRUCTIONS (U5372-G).*
8. MEMBER DIES AFTER RETIREMENT OR RELEASE (U5365-K).*
9. MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, AND SPOUSE IS ALSO A MEMBER (U5372-H).*

**7015 REIMBURSEMENT FOR PERSONALLY PROCURED TRANSPORTATION
(U5320-D)**

1. BASIS OF REIMBURSEMENT. When a member arranges for shipment of HHG because a PPTO was not available or because the member was instructed by the PPTO to make shipment at personal expense, the member may be reimbursed for the actual cost, exclusive of the special routing and services referred to in JFTR, par. U5340-E. In all other cases, when a member arranges for the shipment of HHG at personal expense, reimbursement may not exceed the cost which would have been incurred by the Government had the shipment been made by a PPTO under the provision of JFTR, par. U5320-C. Members may be reimbursed for storage costs incurred when a subsequent determination reveals the storage should or could have been at Government expense. Reimbursement will be on the basis of the cost that would have been incurred had the Government procured the service, except in those instances when the member requested and was denied the service at Government expense. In the exception cases, the member will be reimbursed the total costs incurred. When a PPTO instructs a member to make a shipment at personal expense, such instructions will be confirmed in writing with a copy to Commanding Officer, ATTN: OPAB, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-3635.
2. PREPARATION AND SUBMISSION. Claims for reimbursement will be filed on Travel Voucher or Subvoucher, DD Form 1351-2, showing charges to the appropriation and the appropriate subhead and open allotment. The original and three copies, properly executed, will be submitted to the Commanding Officer, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-3635. Charges for all services such as packing, crating, draying, storing, transporting and unpacking in connection with one shipment of HHG may be included in one claim for reimbursement. An application for Shipment and/or Storage of Personal Property (DD Form 1299) is not required.
3. SUPPORTING PAPERS.
 - a. Shipments by Rail or Motor Freight. Each claim for reimbursement in connection with shipments by rail or motor freight, including packing, crating, storing, draying, unpacking and uncrating, will be supported by the following documents:
 - (1) Original and one copy of bills for any packing, crating, draying, storing, unpacking, and uncrating (Such documents will be receipted as paid in full, in the hand writing

of the contractor, or of an authorized agent of such contractor who performed the services);

- (2) Original and one copy of the carrier's bill for transportation showing the date shipment was made; point of origin, point of destination, weight of other articles, and total weight shipped; amount of charges paid, and receipted as paid in full;
 - (3) Original and one copy of each bid (two required if available) for packing, crating, draying, storing, unpacking, and crating involved or, if only one bid was obtained, an original and one copy of a signed statement describing the circumstances;
 - (4) Original and one copy of a statement of the reasons why transportation could not have been arranged by or through a PPTO;
 - (5) Two copies of the time extension certificate, when applicable;
 - (6) Two copies of the power of attorney or written authorization when submitted by a person other than the member.
- b. Shipments by Commercial Van. On shipments by commercial van carrier, an attested scale ticket (and one copy thereof) will be furnished in addition to the documents prescribed in subpar. a. In lieu of such scale ticket, when charges are based on cubic measurement, the owner will obtain from the carrier a certificate stating, "No scale within 10 miles. Shipment used _____ cubic feet of properly loaded van space.

_____"
Signature of Carrier

- c. Shipments by Direct Hire of Conveyance or Operator of Conveyance. In addition to applicable documents required in subpar. a, a copy of the rental agreement and written statement of the number of rooms moved, including a detailed inventory list of each item of heavy furniture moved, such as stove, piano, freeze, refrigerator, etc., will be furnished when shipments are arranged by direct hire of a conveyance (with or without an operator) or hire of an operator.

7016 REIMBURSEMENT FOR INSPECTION AND TREATMENT OF GYPSY MOTHS

1. The Department of Agriculture (USDA) has the authority to impose civil penalties against individual owners and carriers found to be moving outdoor household articles which harbor life forms of the gypsy moth. Members who choose to self-inspect and, if necessary, treat their own property will be subject to fines if a later inspection reveals life stages of the gypsy moth are present.

2. All shipments (domestic, international, NTS, or SIT at origin) picked up in high risk areas, must be inspected prior to movement. It is most important that counselors ensure that members moving out of a gypsy moth high or low risk area are properly counseled as to which shipments will be affected and that it is the members' responsibility to obtain and provide to the carrier a certificate of inspection, when required.
3. The cost of inspection for gypsy moths is a reimbursable expense for both civilian and military members. For Coast Guard members, for costs of necessary treatment for gypsy moths is also reimbursable.

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TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 8 GENERAL ADMINISTRATIVE GUIDANCE

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CHAPTER 8
GENERAL ADMINISTRATIVE GUIDANCE

**8000 PREPARATION AND DISTRIBUTION OF APPLICATION FOR
SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY
(DD FOR 1299)**

Requests for shipment and/or storage of personal property at Government expense will be submitted by the member, a designated agent, and Coast Guard civilian personnel on Application for Shipment and/or Storage of Personnel Property (DD Form 1299). A separate DD For 1299, normally prepared by the PPTO, is required for each separate shipment or storage portion of the member's personal property; i.e., UB; the bulk HHG shipment; NTS; mobile homes (hours trailers); for temporary weight allowance shipments. For preparation and distribution procedures, refer to DOD 4500.34-R, Chapter 7. In addition to these procedures, the following applies:

- a. In connection with shipments incident to separation or release from active duty and excess costs is involved, the amount of excess cost collected will be annotated on the DD Form 1299. The excess cost collected will be attached to the DD Form 1299 along with a copy of the funding source and mailed to the Commanding Officer, (Attn: Collection Clerk), USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0466;
- b. The members states....(number of other shipments)...have been made on this order; and
- c. An entry in the PBP&E block is mandatory (i.e., none, 100 lbs, 500 lbs, 1000 lbs, etc.).

**8001 PREPARATION AND DISTRIBUTION OF THE PERSONAL PROPERTY
GOVERNMENT BILL OF LADING**

For preparation and distribution of the PPGBL, refer to DOD 4500.34-R, Chapter 7.

8002 CUSTOMS INFORMATION AND DOCUMENTATION

1. PERSONAL PROPERTY IMPORTED OR BROUGHT INTO THE CUSTOMS TERRITORY OF THE UNITED STATES. Regulations, instructions, and documents governing duty-free entry of personal property of military personnel, when such personal property is imported or brought into the customs territory of the United States including Alaska and Hawaii, are contained in Customs Inspection (DOD 5030.49-R).

2. OVERSEAS SHIPMENT OF PERSONAL PROPERTY TO OTHER THAN THE COUNTRY TO WHICH MEMBER IS ASSIGNED FOR DUTY AND FOR RETIRED, SEPARATED, DECEASED OR MISSING PERSONNEL. The PPTO will counsel those members requesting shipment of personal property overseas, other than to the country to which the member is assigned for duty; and for retired, separated, deceased or missing personnel, that customs duty and/or taxes of the foreign country are the personal responsibility of the recipient of such property. The duty-free provision in status of forces agreements do not apply to such shipments. The PPGBL is a transportation document only and does not include the cost of import duties or taxes of a foreign country. Personnel requesting shipment of personal property belonging to service members in the above categories should be counseled to contact the consulate or embassy of the foreign country concerned for information and customs requirements, allowable and restricted items, documentation, and such other requirements of the specific country. Refer to PPCIG, Volume II (Worldwide), for specific foreign country requirements.

8003 AREAS REQUIRING DEPENDENT ENTRY APPROVAL

Areas requiring dependent approval are listed in the Coast Guard Travel Manual.

8004 AREAS LIMITED TO SPECIFIC METHODS, MODES, OR CODE OF SERVICE

For information pertaining to methods, modes and codes of service to specific countries, refer to the PPCIG.

8005 QUALITY CONTROL INSPECTION OF SHIPMENTS

Procedures for Personal Property Inspection/Quality Control are contained in the PPTMR, DOD 4500.34-R, Chapter 2, 3, and Appendices Q and R.

8006 CONSIGNMENT INSTRUCTIONS

Consignment information for the transportation of all personal property is contained in the PPCIG. PPTO's are personally responsible for submission of current information for the guide directly to the Commander, Military Traffic Management Command (MTOP-P), Falls Church, VA 22041-5050.

8007 VOLUME MOVEMENTS OF PERSONAL PROPERTY

1. Traffic Management procedures for Volume Moves are contained in the PPTMR, DOD 4500.34-R, Chapter 2.
2. Volume Move Letter and Enclosure. The format in Figures 6-1 and 6-2 will be adapted for the volume move letter and enclosure to determine the magnitude of personal property to be shipped.

8008 SHIPMENT TO A DESTINATION WITHIN COMMUTING AREA OF DUTY ASSIGNMENT

1. GENERAL. Shipments which have arrived at the destination shown on the PPGBL may be diverted (when required) or delivered from SIT at Government expense, to residence from which the member commutes or intends to commute, provided:
 - a. the member is assigned to a shore duty station and commutes daily from such residence to the regular duty assignment; or
 - b. the member is assigned to sea duty and commutes daily from such residence to the regular duty assignment while the vessel is in the homeport; or
 - c. the shipment is to a destination within the daily commuting area of:
 - (1) HOR/place from which ordered to active duty;
 - (2) home of selection;
 - (3) designated place.
2. APPROVAL BY PERSONAL PROPERTY TRANSPORTATION OFFICE. PPTO'S may approve request for diversion/delivery from SIT to a residence from which the member commutes to duty assignment on a daily basis provided the member signs the following statement to be entered on the diversion order or Statement of Accessorial Services Performed (SIT, Delivery and Reweigh) (DD Form 619-1):
"I (plan to) commute daily from _____ to my duty assignment." This statement is not required for shipments under the categories specified in subpar 1.
3. DIVERSION. Diversion orders normally will be issued in those cases when the shipment has not been placed in storage and the location of the delivery residence requires such action. The PPTO will enter the following statement on the diversion order.
"Diversion to _____ permitted at Government expense."
4. DELIVERY FROM STORAGE IN TRANSIT. Delivery from SIT to the member's residence normally will be permitted on a DD Form 619-1:
"Delivery to _____, _____, _____ permitted at Government expense." (City) (State)

8009 DEPENDENT RESTRICTED TOUR/DUTY STATION

Shipment of HHG is not permitted to a dependent restricted tour duty station. Any overseas duty station with an establisher tour that does not permit command sponsored dependents is a dependent restricted, unaccompanied overseas tour or remote tour and will be so designated in the member's PCS order.

8010 RETENTION OF PERSONAL PROPERTY RECORDS

All personal property shipping and receiving records will be retained at the local activity for a minimum of four years. Records exceeding the four years retention period may be disposed of by the local PPTO.

8011 RESPONSIBILITIES OF MEMBER

For instructions on responsibilities of the member, see DOD 4500.34-R, Chapter 1, par. C7. The member will visit the PPTO to be interviewed by a Counselor and show an authority document citing a funding source for the move.

TRANSPORTATION OF PERSONAL PROPERTY

**CHAPTER 9 LOST, ABANDONED OR UNCLAIMED PERSONAL EFFECTS AND
PERSONAL EFFECTS OF PERSONS DETERMINED TO BE
DECEASED OR MISSING - LOST, ABANDONED OR
UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY**

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CHAPTER 9

LOST, ABANDONED OR UNCLAIMED PERSONAL EFFECTS AND PERSONAL EFFECTS OF PERSONS DETERMINED TO BE DECEASED OR MISSING -

LOST, ABANDONED OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY

9000 PERSONAL EFFECTS

1. CLASSIFICATION OF PERSONAL EFFECTS. Personal effects consist of the articles owned by an individual, as well as any articles of Government property in the member's temporary custody. Personal effects are classified and described as follows:
 - a. Class 1. Class 1 is Coast Guard-owned organizationally furnished clothing and equipment furnished on a loan or custody basis and subject to turn-in when no longer required. In determining what items in Class 1 are Coast Guard-owned, consideration will be given to the fact that large quantities of such material have been sold by Coast Guard and Navy activities to private individuals and to retail commercial enterprises. When Coast Guard ownership of items in Class 1 cannot be established conclusively, such items will be included in Class 5.
 - b. Class 2. Class 2 is uniform clothing prescribed by Coast Guard Uniform Regulations, COMDTINST M1020.6 (series).
 - c. Class 3. Class 3 is money.
 - d. Class 4. Class 4 is negotiable and nonnegotiable instruments such as bonds, checks, notes, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies, and bank books.
 - e. Class 5. Class 5 is miscellaneous articles of intrinsic, sentimental, and utility value, such as jewelry, fountain pens, cameras, wallets, insignia, medals, photographs, books, diaries, razors and other toilet articles, flight logs and other personal papers, souvenirs, firearms, musical instruments, sports and athletic equipment, civilian clothing, wardrobe trunks and other containers suitable for shipment as baggage, motor vehicles, trailers, and HHG.
 - f. Class 6. Class 6 is perishable items such as tobacco, food, and beverages.
2. CATEGORIES OF PERSONAL EFFECTS. Personal effects are categorized as follows:
 - a. Lost, abandoned or unclaimed personal effects. Personal effects of persons whose identity or location cannot be determined; personal effects of persons in the Coast Guard who have been declared absentees or deserters; and personal effects

which are unclaimed by the next of kin, or the legal representative and which were the property of deceased persons not members of the Armed Forces.

- b. Personal effects of deceased or missing Coast Guard personnel. A "missing person" is one who, because of the circumstances incident to an absence, is not declared an absentee or a deserter. (The personal effects of absentees and deserters are considered to be abandoned personal effects in accordance with 2.a above).
- c. Personal effects of incapacitated persons. Personal effects of persons determined to be mentally or physically incapacitated.
- d. Lucky bag items. Items of clothing and other personal effects which are deposited in the unit's lucky bag when such items are found adrift and ownership cannot be determined, or when such items are donated.
- e. Personal effects unavoidably separated from their owner.

9001 RESPONSIBILITY FOR PERSONAL EFFECTS

- 1. COMMANDING OFFICERS. Commanding Officers are responsible for the collection, inventory, and security of personal effects when circumstances require such action, and are responsible for initiating inquiries to determine and locate the owner of the effects, the next of kin, the heir or the legal representative of the owner.
- 2. SUPPLY OFFICERS. Upon receipt of personal effects from inventory boards, supply officers are responsible for the custody, storage, security, shipment, and disposition of personal effects, and for the maintenance of adequate records.

9002 INVENTORY OF PERSONAL EFFECT

- 1. INVENTORY.
 - a. When inventory is required. Lost, abandoned, or unclaimed personal effects will be inventoried by the command first coming into the custody of such effects. Also, personal effects will be inventoried when the owner is determined to be dead or missing. It is important in this instance that the inventory be completed as promptly as possible so the next of kin, heir, or legal representative will receive personal effects without undue delay. The personal effects of incapacitated persons will be inventoried when such action appears necessary or desirable to protect the interest of the incapacitated person.
 - b. Appointment of an inventory board. When inventory of personal effects is required, the Commanding Officer will appoint in writing, an inventory board to inventory the effects. The

inventory board, for enlisted owned effects will consist of the division petty officer and the division officer (a billet which may be filled by a senior enlisted person); for officer owned effects the inventory board will consist of two officers. The inventory board is responsible for collection, inventorying, sealing and delivering the personal effects to the supply officer for safekeeping and disposition.

- c. Action by the Inventory Board. The inventory board will take an accurate and complete inventory of personal effects and will investigate and record any information which may assist in the settlement of the affairs of the estate of the owner. The inventory board will remove from the personal effects all classified matter, which will be disposed of in accordance with the Coast Guard Security Manual, COMDTINST M5500.11 (series). Pornographic or similar matter, including personal letters containing objectionable matter will be removed from the personal effects and will be disposed of as directed by the Commanding Officer. Pornographic and objectionable matter which the inventory board is authorized to dispose of will not be recorded on the inventory. Articles injurious to personnel, such as small arms ammunition or other explosives, and articles which constitute a fire hazard will be rendered harmless, if practicable. If such articles cannot be rendered harmless, they will be disposed of by qualified personnel. All articles of personal effects will be described in detail in the section "Description of Articles" on the front of the Personal Effects Inventory and Disposition (Form CG 3853). Extreme care will be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such general terms as "Diamond," "Gold," and "Platinum," should not be used without qualifying remarks, as such articles may not, in fact, consist of those elements. Money will be recorded on the inventory form by denomination and value of the currency. When desirable or appropriate, the inventory board may determine whether the owner of the effects has any debtors or creditors within the command. Any information relating to such unsettled financial transactions will be recorded in the "Remarks" section on the Form CG 3853. A copy of all correspondence relating to the identification and location of the owner, next of kin, heir, or legal representative, as well as any voluntary written statements received from creditors or debtors, will be attached to the original copy of the inventory. No official action will be taken by the Commanding Officer, inventory board, or supply officer to settle outstanding financial transactions recorded on the inventory. This information is intended for the use of the owner of the effects, next of kin, heir, or legal representative. Supply officers will remove Coast Guard-owned organizational clothing and equipment from the personal effects and will note such action on the Form CG 3853. Any recovered Government articles will be returned to stock, reassigned to another individual, utilized or disposed of in accordance with current instructions applicable to such material.

2. PREPARATION OF THE INVENTORY OF PERSONAL EFFECTS
(FORM CG 3853).

- a. General. The inventory of personal effects will be listed on Form CG 3853. A minimum of an original and five copies will be prepared. Information which cannot be included in the spaces provided in Form CG 3853 will be listed under appropriate captions, on continuation sheets or white bond paper. Additional copies of Form CG 3853 as required may be prepared and used for official purposes when certified to be a true copy by the Commanding Officer. The original and all copies of Form CG 3853 will be signed by both members of the inventory board and the convening authority before delivery to the supply officer or officer designated to receive the effects from the inventory board.
- b. List of Personal Effects. The inventory board will complete the sections "Item No.", "Class", "Description of Articles", "Quantity" and "Disposition" in Form CG 3853. The supply officer or the designated officer will record on the reverse of the form, the disposition of the personal effects if the personal effects have not been returned to the owner or transferred to another activity.

(1) Proceeds from sale of perishable items_____.

(2) Government property retained at_____.

(3) Articles (motor vehicles, boats, trailers, HHG, furniture and furnishing retained at_____ pending receipt of disposition instructions.

3. DISTRIBUTION OF THE INVENTORY OF PERSONAL EFFECTS.

Distribution of Form CG 3853 will be as directed on the back of the form.

4. SECURITY. All persons concerned will ensure the necessary precautions are taken to prevent pilferage or damage to the personal effect. Supply officers or designated officers receiving personal effects from inventory boards for safekeeping and storage will verify the items of personal effects with Form CG 3853 and will store the effects in locked, controlled spaces. Money, negotiable instruments, and articles of intrinsic value, such as jewelry, will be stored in a combination type safe. When transfer of custody of personal effects including cash, checks, and other valuables is made by hand, a receipt will be acknowledged by the receiving officer by endorsing the original and all remaining copies of Form CG 3853. The delivering officer will retain a signed copy of the receipt. When personal effects are shipped or mailed, a record of the transfer will be made on the original and all remaining copies of Form CG 3853. A copy of the shipping document and the insured parcel post or registry receipt will be retained by the forwarding officers.

9003 DETERMINATION OF NEXT OF KIN, HEIR, OR LEGAL REPRESENTATIVE

Commanding Officers should make every reasonable effort to locate the next of kin, heir or legal representative of the owner of the effects prior to transferring to another Coast Guard activity for disposition. When the owner has been determined, the property may be claimed by the owner, heir, next of kin, or legal representative any time prior to disposition. If the property is claimed by anyone other than the owner, the transmittal letter or document will contain the following statement:

"The action of this installation in transmitting the property does not vest title in the recipient. Such property is forwarded to you to be declined or disposed of a custodian, in accordance with the laws of the state of the owner's residence."

9004 DISPOSITION OF PERSONAL EFFECTS

1. SHIPMENT. Lost, abandoned, or unclaimed personal effects will be returned to the owner, or when the owner cannot be located, forwarded to next of kin, heir, or legal representative. When practicable, items of a perishable nature, such as tobacco, food and alcoholic beverages will be sold at a public auction by the supply officer receiving the personal effects from the inventory board, but no items identified as tax free will be sold within the three mile limit of the United States. The items sold will be noted on Form CG 3853 and the proceeds of the sale will be handled in the same manner as other money which may be apart of the personal effects. When Form CG 3853 indicates that valuables, as distinguished from money, are in safekeeping deposit, the supply officer will withdraw such valuables upon surrender of the safekeeping deposit receipt from the custodian officer and these valuables will be forwarded with the effects. All transaction involving the transfer of custody of money and valuables, exchange of money for a treasurer's check, and shipment of personal effects, will be recorded on the original and all copies of Form CG 3853. Supply officers of afloat units or activities normally will deliver personal effects to the supply activities ashore for forwarding to destination.
2. MONEY AND NEGOTIABLE INSTRUMENTS. In the interim period, when practicable, prior to forwarding personal effects to other Coast Guard activities, the supply officer will deposit monies and negotiable instruments found in the personal effects, with an individual designated by the Commanding Officer for safekeeping. Upon shipment of personal effects to a shore activity for transshipment, money in excess of \$1, whether on safe deposit or not, will be exchanged, if practicable, for a treasurer's check drawn to the order of the Commanding Officer of applicable shore unit. When this procedure is not practical, the money itself will be forwarded. In either case, the check or currency will be forwarded via registered mail. In addition, a copy of a letter of advice containing detailed description of the items shipped

will accompany the shipment. The original of the letter of advice will be forwarded under separate cover to the appropriate command. Money in the amount of \$1 or less may be packed and shipped with the personal effects. Foreign currency and coins exceeding \$5 in value will be converted to United States currency, when practicable.

3. EFFECTS OF ABSENTEES AND DESERTERS. Shipment of lost or abandoned personal effects to the owner, next of kin, heir, or legal representative at public expense is not authorized when the cognizant command determines the loss or abandonment was the result of an offense or breach of discipline committed by the owner. Personal effects abandoned by personnel declared to be absentees or deserters are included in this category. Absentees' or deserters' effects may be shipped to the owner, next of kin, or legal representative at no expense to the Government only upon receipt of a positive written request or a claim. Shipment will be made on a "collect on delivery" basis on a commercial bill of lading.
4. EFFECTS OF PERSONS IN THE COAST GUARD DETERMINED TO BE DECEASED OR MISSING PERSONNEL.
 - a. General. Although it is not necessary for the personal effects to be repaired, the personal effects will be cleaned or laundered, as appropriate, prior to being forwarded to the next of kin, the heir, or legal representative. When practicable, the supply officer first receiving personal effects from the inventory board will take any necessary action to comply with this policy. However, the activity which actually forwards the personal effects to the next of kin, heir, or legal representative has the final responsibility to ensure that the personal effects are in a satisfactory condition. Any expense incurred for the cleaning or laundering of personal effects will be charged to the operation and maintenance allotment of the activity requesting services to be performed. Foreign currency and coins exceeding \$5 in value will be converted to United States currency, when practicable.
 - b. Disposition. When the next of kin, heir or legal representative is known, the following procedures will apply:
 - (1) When the personal effects are located in CONUS, they will be turned over the nearest PPTO to be forwarded directly to the next of kin, heir, or legal representative. However, if the next of kin is currently residing in the immediate vicinity, the Commanding Officer of Officer in Charge will forward the effects in a clean, neat, orderly condition, direct by registered mail or any other applicable mode.
 - (2) When the personal effects are being shipped to CONUS from a deployed ship or an overseas shore command, the effects will be turned over in a clean, neat, orderly condition to the nearest PPTO for shipment to the next of kin, heir, or legal

representative. Each container will be clearly marked **DECEASED - EXPEDITE**", **"MISSING - EXPEDITE"**, as appropriate.

- (3) Prior to shipment, the supply officer will resolve any differences between the inventory board list and the personal effects to be shipped.

5. DISPOSITION OF PERSONAL EFFECTS OF PERSONS DETERMINED TO BE MENTALLY OR PHYSICALLY INCAPACITATED. The personal effects of persons determined to be mentally or physically incapacitated will accompany them when hospitalized or transferred for special treatment. The activity responsible for the care of the incapacitate person will ensure that the personal effects will be safeguarded until the member is released from care.

9005 ABANDONED MOTOR VEHICLES, MOBILE HOME, OR HOUSEHOLD GOODS

1. MOTOR VEHICLES WITH A VALUE OF \$100 OR MORE, MOBILE HOMES, OR HOUSEHOLD GOODS. These articles will be held at the activity which first takes custody of the articles until instruction are received from appropriate authority. The activity having custody of the items will keep a copy of all correspondence pertaining to efforts to locate the property owner of the articles and will forward that correspondence when requesting disposition instruction.
2. MOTOR VEHICLES HAVING AN ESTIMATED VALUE LESS THAN \$100.
 - a. Determination and Location of Owner. When an unclaimed motor vehicle having an estimated value less than \$100 is left on Government premises, diligent efforts, commensurate with the value of the vehicle, will be made to determine and locate the owner by impounding the vehicle and addressing a letter to the state authorities of the state of registration of the vehicle, if this can be determined, to obtain the name of the registered owner and lien holder, provided these names are not available from local records.
 - b. Notice to Owner and Lien Holder of Disposal Action. A letter will be addressed to the registered owner and lien holder, if any, by registered (returned receipt requested) mail, advising that in the event the vehicle is not removed from the station within 120 days after the mailing of the letter, the vehicle will be disposed of as property abandoned to the United States Government. The letter will include advice concerning how, when, and where the vehicle will be disposed of if not removed in time by the owner or lien holder, if any.
 - c. Notification to Department of Motor Vehicles. After the expiration of 120 days subsequent to the sate of mailing of the letter required by subpar. b above, and after all reasonable attempts have failed to have the registered owner and lien holder, if any, remove the automobile from the station. The

Department of Motor Vehicles of the state where the vehicle is apparently registered (as evidenced by license plates), will be notified that:

- (1) the vehicle has been left unclaimed on that station;
 - (2) the owner is unknown, or all attempt to have the owner or lien holder remove the vehicle has failed; and
 - (3) the vehicle is to be disposed of as property abandoned to the United States.
- d. Disposition of Abandoned Motor Vehicles Having an Estimated Value of Less Than \$100. After the expiration of the 120-day waiting period specified in subpar. b, disposition action will be taken as indicated in the letter to the owner and lien holder, if any. When diligent efforts to determine the owner, heirs, next of kin, or legal representative are unsuccessful (as distinguished from situations in which the owner has been determined, but cannot be located or does not respond), the vehicle will be disposed of without delay, if the fair market value is less than \$25. If the fair market value is \$25 or more (but less than \$100), disposition will not be made by the shore activity until three months after the vehicle was impounded.

9006 LUCKY BAG ITEMS OF PERSONAL EFFECTS

Single or scattered items of clothing and other personal effects deposited in the "lucky bag" will be used locally or disposed of in accordance with the regulations of the ship or station regarding the "lucky bag". When it is not possible to determine the owner of "lucky bag" items and the value is less than \$25 (as distinguished from situations in which the owner can be determined but not located), local disposition action may be taken immediately. Effects valued at more than \$25 will be held for period of three months before local disposition action is taken. Commanding Officers will require the custodian of the "luck bag" or other designated person, to keep records of all items received into or expended from the "lucky bag", and to furnish an itemized receipt to the donor of the items, if known.

TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 10 MOBILE HOMES OF MILITARY PERSONNEL

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CHAPTER 10
MOBILE HOMES OF MILITARY PERSONNEL

10000 GENERAL (U5500)

A military member, ordered on a PCS, is entitled to mobile home allowances for transportation of a mobile dwelling which has been placed in fit condition at the expense of the member and which meets all the other eligibility conditions under JFTR, par. U5502. This entitlement is in lieu of HHG and baggage shipments for transfers within CONUS, within Alaska, between CONUS and Alaska, or between the CONUS PDS and the APOE and APOD. The member's option on the methods of movement are:

1. Government-arranged move by Commercial Transporter under a PPGBL. Entitled to the allowable costs of transportation outlined in JFTR, par. U5505-D for mobile homes and to actual allowable transportation costs for rail cars;
2. Member-arranged move by Commercial Transporter (Voluntary and applicable to all types of mobile dwellings). Entitled to the allowable costs of transportation outlined in JFTR, par. U5505-D for mobile homes and to all allowable transportation costs for other types of mobile dwellings;
3. Member-performed move, by operating a self-propelled mobile dwelling on land or water (includes fifth wheel type mobile home). Mobile home allowance is limited to reimbursement of the expenses allowed under JFTR, par. U5510-B (tolls, fuel and oil, packing and permit fees en route, etc.); or
4. Member-performed move, by towing a mobile dwelling designed for towing overland. Mobile home allowances limited to reimbursement of the expenses allowed under JFTR, par. U5510-B2 (tolls, fuel and oil, parking and permit fees en route, etc.).

10001 CONDITIONS FOR ELIGIBILITY (U5502).*

10002 GOVERNMENT PROCURED TRANSPORTATION (U5510-A)

1. GENERAL (U5510-A). Instructions for shipment of mobile homes at Government expense are contained in the PPTMR, DOD 4500.34-R. Application for the movement of a mobile home will be prepared on an Application for Shipment and/or Storage of Personal Property (DD Form 1299). The same supporting papers are required as are required for shipment of HHG. In addition, an original and two copies of an inventory of Articles Shipped in the Mobile Home (DD Form 1412) will be prepared by the owner. The original and copies of the DD Form 1299 will be distributed as follows:

- a. A copy of DD Form 1299, and one copy of the PCS order or other authority for shipment will be placed in an envelope clearly marked "Notice to Carrier - Do Not Destroy - Enclosed Documents Must Accompany Billing for Payment of Transportation Charges." The envelope will be attached securely to the government bill of lading when released to the carrier.
 - b. The original of DD Form 1299 and a copy of the orders will be kept in the files of the origin transportation office.
 - c. One copy of the DD Form 1299 and one copy of the orders will be sent to the transportation office having jurisdiction over the area to which the mobile Home is consigned.
 - d. One copy of the DD Form 1299 will be given to the owner.
 - e. One copy of the DD Form 1299, one copy of orders and one copy of GBL will forwarded to Commanding Officer, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-3635.
2. AMOUNT OF ALLOWANCE (U5510-A).*
3. COUNSELING (U5505).
- a. The PPTO will insure eligibility is established in accordance with JFTR, par. U5502 and counsel the member on entitlements in accordance with the JFTR using the Mobile Home Counseling Checklist (DD Form 1797) as a guide.
 - b. Although the JFTR authorizes the cost of shipping a mobile home, not to exceed the costs of shipping the member's maximum weight allowance, certain costs are not allowed. Counseling should emphasize that the most commonly incurred costs not payable by the Government are:
 - (1) Tire purchase en route;
 - (2) Materials purchased by the carrier for destination set up;
 - (3) Purchase or rental of primary wheels and axles;
 - (4) In-transit structural repairs, material and labor (labor to repair and replace tires is allowed); and
 - (5) Installation of utilities, insurance and special handling.

These costs can be significantly high. To reduce the cost, members electing moves by commercial transporters, in addition to other required items, should be counseled to:

- (1) Ensure the mobile home is not overloaded;

- (2) Consider requesting advance DLA;
- (3) Consider impact of costs in excess of allowable costs;
- (4) Check with destination to ensure mobile home entry into the area is not prohibited or restricted;
- (5) Insure space is available, or will become available, at destination with 6 months;
- (6) Consider personally performing some accessorial services to save entitlement dollars for other services which must be performed commercially;
- (7) Insure mobile home is road worthy in advance of the commercial transporter's arrival for pickup;
- (8) Insure body, frame, springs, wheels, axles, brakes and tires, are installed and in good condition. Follow "Moving Your Mobile Home" COMDTPUB 4640.4;
- (9) Use Mobile Home Inspection Record, DD Form 1800, as a guide to pre-inspect home for shipment;
- (10) Complete an Inventory of Articles Shipped in Mobile Home, DD Form 1412;
- (11) Remove articles of HHG which must be removed for safety reason, i.e., window air conditioners, etc. This also includes loose HHG articles, not factory installed; and
- (12) Consider arranging with the transporter to follow the mobile home or participate as an escort, if allowed by States en route, and if mutually convenient for the commercial transporter.

4. IMPROPER SHIPMENTS (U5515-C).*

10003 REIMBURSEMENT FOR PERSONALLY PROCURED TRANSPORTATION
(U5510-B1)

1. WRITTEN AUTHORIZATION (U5510-B1). Members may voluntarily, and at their request, be authorized in writing by the PPTO to arrange a move of a mobile home (see Figure 10-1 for format in remarks section, reverse side of DD Form 1351-4 by a commercial transporter). The owner should be given the names of commercial transporters (carriers with ICC or intrastate licenses as required by the move) serving the area of the location of the mobile home and the procedures to be followed in obtaining a satisfactory low cost carrier. The PPTO should compute the maximum amount of the advance, bases on 105 percent of the segmented line haul plus 105 percent of the code 1 MAX PAC, base line rates. Also, members should be counseled to obtain a mobile home allowance advance under provisions of JFTR, par. U5560, using the PPTO authorization shown

on the DD Form 1351-4 and the PPTO-prepared mobile home allowance computation on the DD Form 2277 or DD Form 1351-4, showing the maximum amount of advance authorized. PPTO's will forward a copy of the DD Form 1351-4 and the advance document to Commanding Officer, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-3635 and to the destination transportation office, on each self arranged move.

2. SUBMISSION OF REIMBURSEMENT CLAIM (U5510-B2). Claims for liquidation of advances and/or reimbursement of expenses incurred in connection with personally procured transportation of mobile homes should be submitted to the destination transportation officer for payment within 3 days after completion of the move. Allowable and non-allowable costs for member-arranges mobile home moves are in accordance with JFTR, pars. U5505-D and E identical with the Government arranged moves. NOTE: Members must liquidate all mobile home transportation advances by filing a claim with the destination transportation officer. In the event no liquidation claim is received by the destination transportation officer within 3 working days after the delivery of the mobile home, the destination TO will initiate collection action for the entire amount to the advance.
3. MOBILE HOME DESIGNED TO BE MOVED OVERLAND BY TOWING, MOVED BY MEMBER OR DEPENDENT (U5510-B2). Allowable costs when the mobile home is being transported by the member or dependent are fuel, oil, tolls, permits and parking fees en route.
4. SELF-PROPELLED MOBILE DWELLING (U5510-B3) (includes fifth wheel type mobile homes). A monetary allowance of \$0.30 per mile will be provided on a reimbursement basis for the official distance between the points authorized in JFTR, par. U5505-A (the maximum distance authorized in the member's order).
5. OTHER MOBILE DWELLINGS, JFTR, APP. A, MOBILE HOME DEFINITION. Includes a privately owned rail car converted for use as a residence and a houseboat or sailboat that the member uses as a principal residence. When a member procures transportation under the PPTO's authorization and uses a licensed commercial transporter, the allowable costs, as outlined in JFTR, par. U5505-D, apply. When boats are operated under their own power, reimbursement will be computed on a per mile basis (based on the official overland mileage) outlined in JFTR, par. U5510-B3.
6. MOBILE HOME/DITY ADVANCE ISSUANCE COMPUTATIONS.
 - a. For mobile home shipments that have been tendered to the carrier by the Government and member must utilize the DITY program to effect shipment of HHG removed from the mobile home for safe transportation, members will be authorized, except for discharge/RELAD members, an advance for a DITY move computed as follows:

Member's authorized weight allowance times tendered carrier's transportation rate (8,000 lb x \$27.50 cwt).....	
	\$2,200
Less estimated carrier's transportation cost.	<u>1,400</u>
Balance remaining on mobile entitlement.....	800
	times <u>60%</u>
Advance authorized for DITY move.....	\$480

- b. For owner arranged commercially procured mobile home shipments, with or without a separate DITY move, the advance is computed as 80 percent of the mobile home entitlement.
- c. Authorized weight allowance x 105% of transportation and MAX PAC rate x 105%.

10004 ALLOWABLE COSTS (U5505-D) .*

10005 COSTS NOT ALLOWED (U5505-E) .*

10006 ENTITLEMENTS (U5505-A, B, AND C)

1. PCS BETWEEN PERMANENT STATIONS IN CONUS, BETWEEN PERMANENT STATIONS IN ALASKA, AND BETWEEN A PERMANENT STATION IN CONUS AND A PERMANENT STATION IN ALASKA (U5505-A) .*
2. PCS BETWEEN PERMANENT STATION IN CONUS OR ALASKA AND PERMANENT STATION OUTSIDE CONUS OR ALASKA (U5505-B). Mobile home transportation incident to overseas transfer to or from CONUS is limited to transportation within CONUS. Distance is measured in CONUS between the appropriate port and CONUS duty station or between the border crossing and the CONUS duty station, whichever is applicable. No mobile home transportation costs are allowed outside CONUS except for shipments to Alaska.
3. RETURN FROM DUTY OUTSIDE CONUS (U5505-B4). See limitation in CONUS transportation costs in par. 10006-2 above.
4. UPON SEPARATION FROM THE SERVICE, RELIEF ACTIVE DUTY OR RETIREMENT (U5505-C).
 - a. The time limits for the movement of mobile homes by Government procured transportation, upon separation, relief from active duty retirement, are the same as those for HHG, and extensions will be processed in accordance with pars. 1004 and 1005 of this publication.
 - b. Procedures for collecting excess costs for members going off pay status are the same as shipments for deceased members. (See par. 10015).

5. TEMPORARY STORAGE (U5555).

- a. The cost of temporary storage is a separate entitlement and is in addition to the mobile home shipment entitlement.
- b. Time limits for temporary storage are up to 180 days only.

6. ARTICLES OF HOUSEHOLD GOODS REMOVED FROM MOBILE HOME TO MEET SAFETY REQUIREMENTS (U5615-G).

- a. Items such as window air conditioning units that extend outside to mobile and present a road hazard in transit.
- b. Loose items, not original equipment, that overload the floor of the mobile home.
- c. See par. 13013, for procedures governing movement by DITY articles of HHG removed from mobile homes to meet safety requirements.

10007 ELECTION OF MOBILE HOME ALLOWANCES (U5515-A).***10008 TRANSPORTATION OF A MOBILE HOME FROM A PRIOR PERMANENT DUTY STATION (U5515-E).*****10009 ORDERS AMENDED, MODIFIED, CANCELED OR REVOKED (U5515-D).*****10010 TRANSPORTATION BEFORE ORDER ISSUED (U5515-F).***

(See procedures in par. 2017 for transportation prior to receipt of orders.)

10011 UPON DEATH OF THE MEMBER (U5545-B)

Mobile home allowance for dependents of deceased member (or for members not in a pay status). (See par. 10015)

10012 MEMBER OFFICIALLY REPORTED AS ABSENT IN A MISSING STATUS (U5545-A).***10013 TRANSPORTATION OF MOBILE HOME INCIDENT TO ALERT NOTICE (U5540-B).*****10014 LOCAL MOVES (U5530)**

- 1. Member must be directed by appropriate authority to occupy/vacate the premises.
- 2. Compute the maximum cost entitlement based on the transportation rate at the 0-50 mile point for orders between proximity duty stations. (See JFTR, par. U5355-B1 for definition of proximity.)

**10015 TRANSPORTATION OF MOBILE HOMES OF SEPARATED MEMBERS,
 DECEASED MEMBERS, AND HEIR OF DECEASED MEMBERS (U5545-D)**

The following statement will be shown on government bills of lading covering mobile home shipments in this category:

"This lading covers line-haul and known required accessorial costs only. Fees for other services, repairs, or storage are the responsibility of the consignee for direct settlement with carrier."

Additionally, those statements entered or overprinted on the PPGBL addressing "necessary fees, repairs and services are authorized", will be omitted or deleted. The PPTO will determine the line haul and known accessorial costs from the commercial transporter and collect any excess costs for excess distance, prior to the shipment pickup date. (See par. 2008 for further details concerning collection of excess costs.)

**10016 TRANSPORTATION OF A MOBILE HOME INCIDENT TO EXTENSION OF
 TOUR (U5540-C) .***

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TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 11 TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

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CHAPTER 11

TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

11000 ENTITLEMENT

1. GENERAL.

- a. Eligibility (U5405).
- b. Basic Entitlement (U5410-A).
- c. Definition (JFTR, Appendix A).
- d. Upon Entry into the Service. When the HOR or the place from which the member was ordered to active duty is outside CONUS, shipment of a POV is authorized from the port serving the home or place from which ordered to active duty to the port servicing the first PDS (U5405-1).
- e. Upon Release from Active Duty, Separation from the Service, or Retirement. When the member is entitled to separate mileage allowance to a point outside CONUS, or when the member chooses a home of selection outside CONUS, under the conditions outlined in JFTR par. U5130-A1, upon retirement, shipment of a POV is authorized from the closest port serving the last duty station to the closest port serving the HOR or home of selection.
- f. When Both Husband and Wife are Members. When both husband and wife are members, each is entitled to ship one POV on the respective PCS order, unless otherwise prohibited.

2. RESTRICTIONS OF SHIPMENT (U5415-A).

- a. General.
 - (1) Time Limit for Transportation Upon Separation (U5457). The time limit for shipment of a POV upon separation or release from active duty will terminate on the 180th day following separation. This means that the member must turn the POV into a loading port for shipment not later than the 180th day. Extension requests for POV shipments should be addressed to Commandant (G-PMP-2), U. S. Coast Guard, 2100 2nd St., SW, Washington, DC 20593-0001, and should contain a justification showing that shipment within the 180th day time limit would impose a hardship. A copy of the separation order must be attached to the request.
 - (2) Time Limit for Transportation Upon Retirement (U5458). The time limit for shipment of a POV upon retirement will terminate one year from the date of retirement. The member must turn the POV into a port for shipment prior to the

expiration of the one year time limit. Extensions may be requested from Commandant (G-PMP-2). Reasons for them extension must be fully explained in the members request and a copy of the retirement order must accompany the request. Similar to extensions for HHG, extensions for POV's may be based on hospitalization, medical treatment, education or training, or other deserving cases.

- (3) Time Limit for transportation Upon PCS to an Overseas Area. Except when certified by the overseas area commander or the member's commanding officer, as "necessary in the performance of official duties", the shipment of a POV is not authorized unless the member has a minimum of 12 months remaining to be served at the overseas duty station at the time the vehicle is delivered to the loading port. The member should present the certificate at time of delivery to the port to support shipment.
- (4) Shipment to Specific Overseas Areas. Shipment of POV's to specific overseas areas may be restricted by the members overseas Commander, by military service policy, or by the foreign Government. Since such restrictions may pertain to the size, color and number of POV's allowed or stringent safety requirements, PPTO's should consult the PPCIG, Volume II (Worldwide), for detailed instructions of the particular country of assignment.
- (5) Transportation of POV's Overland by Carrier (U5410-E and U5425-A, item 4). Upon official change of home port of the vessel to which member is assigned, JFTR, par. U5425-A, item 4 applies.

b. Shipment at Government Expense of FPOV's (U5415-B).

- (1) When Authorized. Generally prohibited, shipments of FPOV's at Government expense are authorized only when the requirements of JFTR, par. U5415-B1 or the exception criteria in paragraph JFTR, par. U5415-B3 are met.
- (2) Shipment from Overseas Exempted Areas. For a Coast Guard member, the requirement that the POV must be purchased more than one year prior to the member's departure means the member must have executed the sales contract more than one year prior to departure, regardless of the date the member takes physical possession of the POV. However, it has to have been ordered with the intent of the member and/or dependents using the vehicle at the overseas duty station. The one year requirement may be waived in accordance with JFTR, par. U5415-B1, item b.
- (3) Shipment on Space Available Basis. Coast Guard members, otherwise entitled to have a POV shipped at Government expense, may ship an FPOV, not otherwise coming within the purview of subpar. (1) above, on a space available, reimbursable basis, aboard Military Sealift Command controlled ships, provided it is the only POV being shipped at full or partial expense to

the Government incident to the order reassigning the member from the overseas duty station. This option may be used for shipment of an FPOV intra-theater, or from overseas to CONUS, if space is available. If transshipment of the FPOV is necessary, all movement from the overseas loading port to the ultimate port of discharge, including movements to, from, or between intermediate overseas and CONUS transshipment points, will be on a space available, reimbursable basis. The Government's responsibility for loss and damage incident to the shipment remains the same as for all other authorized shipments.

- (4) Safety Standards. All FPOV's including motorcycles, minibikes and mopeds which were manufactured on or after 1 January 1968 must conform with all Federal Motor Vehicle Safety Standards in order to be imported into the United States. Purchasers should insist that certification of conformity be affixed to the vehicle prior to purchase. If the original manufacturer has not certified the vehicle for conformity, the member will bear the total responsibility for making the required modifications within 120 days of the date of entry into the United States. In order to clear the vehicle from bond, the owner must provide the following data:

- (a) Identity of manufacturer, contractor, or other person who has brought the vehicle into conformity; and
- (b) Detailed description of the nature and extent of the work performed.

For vehicles manufactured prior to January 1968, the member should provide a statement from the original manufacturer referencing the vehicle chassis serial number to substantiate the date of manufacture. Members should be counseled concerning the above, particularly in their responsibility to insure conformity, prior to shipment of the vehicle to the United States.

- (5) Shipment of Replacement FPOV's (U5415-B3, items e, f, and g). Requests for shipment of replacement FPOV's when the overseas Commander determines the original vehicle is no longer suitable for reshipment may be approved by the local PPTO. Documentation should include the reason for the replacement. In the case of fire, theft or accident, a statement from the member's insurers verifying the nonrepairability of the vehicle and a statement from the local disposal office, or motor vehicle administration also verifying the condition of the vehicle is required.

3. CARE AND STORAGE (U5460).*

4. TRANSPORTATION OF PRIVATELY OWNED VEHICLES UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES - OFFICIAL AND PERSONAL SITUATIONS (U5455-A).*

5. WHEN TRANSPORTATION TO NEW STATION IS NOT PERMITTED (U5410-B).*
6. MEMBER REASSIGNED FROM STATION OUTSIDE CONUS TO WHICH TRAVEL OF DEPENDENTS IS AUTHORIZED TO A STATION TO WHICH TRAVEL OF DEPENDENTS IS NOT AUTHORIZED BEFORE VEHICLE IS TRANSPORTED FROM CONUS PORT (U5455-B).*
7. TRANSPORTATION BEFORE ISSUANCE OF ORDERS (U5440-D).*
8. TRANSPORTATION OF POV FOR MEMBER OUTSIDE CONUS WHO IS DISCHARGED UNDER OTHER THAN HONORABLE CONDITIONS OR SENTENCED TO CONFINEMENT WITH OR WITHOUT DISCHARGE (U5455-A1 AND A7).*
9. TRANSPORTATION OF PRIVATELY OWNED VEHICLE MAY BE DEFERRED (U5440-A).*

11001 PORT USED (U5435)

1. DESIGNATED PORTS (U5435-A). Ports designated for the shipment and receipt of POV's are contained in PPTMR (DOD 4500.34-R).
2. ALTERNATE PORTS (U5435-B). Commandant (G-PMP-2) permission is required prior to shipment of a POV when alternate ports are used and the port is not in the same country as the designated ports.
3. CONUS TRANSSHIPMENT FOR MEMBER'S CONVENIENCE.
 - a. General. When a member is ordered to make a PCS between overseas areas, the POV may be shipped from the old duty station to CONUS for personal use (except for those shipments made on a space available basis), and may be subsequently reshipped from CONUS to the ultimate overseas duty station at Government expense incident to the same set of orders, when all of the following requirements have been met:
 - (1) the vehicle is eligible for shipment at Government expense;
 - (2) no direct ocean service is available between the ports serving the old and new duty stations; and
 - (3) when such transshipment does not exceed the cost of movement between the ports serving the old and new duty stations.
 - b. Cost Comparison. Cost comparisons should be based on a composite, comprised of current Military Sealift Command rates, overland car carrier rates and the actual port handling rates at CONUS transshipment points.
 - c. Approval of Request from Transshipment. Requests for such transshipment may be approved by the PPTO when all of the

preceding requirements have been met. All such approvals will be furnished to the member in writing for use in supporting the reshipment of the vehicle at the time it is turned in for onward movement to the ultimate destination (U5435-C, item 2).

11002 ADMINISTRATIVE INSTRUCTIONS

1. PACKING AND CRATING MOTORCYCLES.

- a. When a motorcycles, moped or motorbike is shipped at Government expense, separately from the bulk of HHG, the motorcycle will be crated when necessary to protect the vehicle from damage in transit. The origin PPTO will order the packing and crating.
- b. If a contractor performs the packing and crating, the costs will be charged to the appropriate in the member's order.

2. MEMBER'S RESPONSIBILITY FOR PREPARATION FOR SHIPMENT. The member must ensure that the POV is in safe operating condition, and complies with Military Traffic Management Command pamphlet "Shipping your POV", and DOD 4500.34-R.

3. DOCUMENTATION AND PROCESSING PROCEDURES. Documentation and processing Procedures will be in accordance with the PPTMR (DOD 4500.34-R).

4. EXCESS COST (U5415-A3). The member will be advised the excess costs resulting from shipment of POV's in excess of 20 measurement tons or for shipment of POV's from, to or between ports other than those designated as serving the old and new duty stations, are the member's responsibility and will be recovered by pay record checkage. When requested, the local PPTO will furnish the member with the approximate amount of excess costs involved, where applicable, figured in accordance with the following:

- a. The excess ocean transportation charge resulting from multiplying the number of measurement tons of the vehicle to be shipped by the applicable rate specified in the appropriate tariff; and
- b. Vehicle port handling charges at current applicable rates.

5. VEHICULAR LICENSE TAGS. Personnel returning to the United States from overseas will take prompt action to secure required license tags for POV's. Use in the United States of vehicular license tags issued by overseas authorities for use in their respective overseas areas may result in an arrest by civil authorities and imposition of fines or imprisonment or both. The time limit for securing license tags in such cases are governed by the laws and ordinances of the respective States, the political subdivisions thereof, or the District of Columbia, as appropriate.

11003 MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL,
ABSENT FOR A PERIOD OF MORE THAN 29 DAYS IN A MISSING
STATUS, OR UPON DEATH (U5455-E) .*

11004 TRANSPORTATION OF A REPLACEMENT VEHICLE (U5410-C,
U5415-B3, ITEMS e, f, AND g)

A request for shipment of replacement POV's under the provisions
of JFTR, par. U5410-C may be approved by the local PPTO. This
authority also applies to replacement FPOV's. See par.
11000-2b(4).

11005 REIMBURSEMENT FOR PERSONALLY PROCURED TRANSPORTATION
(U5425-B) .*

11006 TRANSPORTATION OF PRIVATELY OWNED VEHICLE INCIDENT TO
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11007 UPON EVACUATION FROM AN OVERSEAS DUTY STATION (U6008) .*

11008 ORDERS AMENDED, MODIFIED, CANCELED OR REVOKED
(U5440-C) .*

11009 SHIPPING ERROR (U5440-B) .*

11010 REIMBURSEMENT FOR DELIVERY AND PICKUP OF PRIVATELY
OWNED VEHICLE TO AND FROM PORTS DESIGNATED FOR LOADING
AND UNLOADING PRIVATELY OWNED VEHICLES FOR
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TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 12 PERSONAL PROPERTY OF CIVILIAN PERSONNEL

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CHAPTER 12

PERSONAL PROPERTY OF CIVILIAN PERSONNEL

12000 REGULATORY AUTHORITY

The regulatory authority for the shipment and storage of personal property of civilian personnel and the procedures to be followed are contained in DOT Order 1500.6 (series) (Travel Manual). Within the Coast Guard, Commandant (G-PCV) has the responsibility for all transportation entitlement matters for civilian employees.

12001 ENTITLEMENTS

1. HOUSEHOLD GOODS

- a. General. When authority for shipment of HHG as defined in DOT Order 1500.6 (series) is contained in the travel order, it will be based upon the issuing authority's prior determination that a PCS order is required incident to an employee's transfer from one PDS to another, or incident to appointment to a manpower shortage position. The HHG weight allowance specified on the travel order will be the maximum applicable under provisions of DOT Order 1500.6 (series).
- b. Shipment within the Continental United States. Individual transfers will be made on the commuted rate basis without consideration being given the actual expense method (GBL), except that the actual expense method may be used under the conditions specified in DOT Order 1500.6 (series). The agency providing the funding will make the determination prior to authorization of individual transfer by GBL subject to post shipment audit. Mass transfer involving over 50,000 pounds of estimated weight will require the activity to apprise the Commander, Military Traffic Management Command (MTMC), and receive a determination of the method to be used and the bulk rate established. Procedures for advising MTMC are outlined in DOD 4500.34-R. When shipment by GBL is authorized, the individual travel order will be so annotated.
- c. Shipment to or from Overseas Points. All shipments will be made on the actual expense method using GBL's. The weight of HHG in NTS in lieu of shipment is considered a portion of the maximum weight allowance on shipments to and from the employee's overseas duty station.
- d. Modes of Shipment. Surface is the primary mode of transportation for the HHG of civilian employees. Air shipments will not be utilized unless specifically authorized in the travel orders, or in the case of shipment delay or other urgent requirement, written approval is obtained from the official

directing the travel (funding activity). Once approved, air shipment must also be cleared through the appropriate air clearance authority.

2. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT. There is no statutory authority to transport an employee's personally owned PBP&E. Such items will be included in the weight of HHG shipped, except as provided in DOT Order 1500.6 (series), par. 5-0402b(3).
3. UNACCOMPANIED BAGGAGE. When authority for shipment of UB is contained in the travel order, procedures that apply to military personnel will be followed for arranging civilian shipment via air.
4. IMPROPER SHIPMENTS OF HOUSEHOLD GOODS. When HHG have been shipped improperly or otherwise unavoidably separated from the employee through no personal fault of the employee, procedures in par. 2013 will apply.

12002 PROCEDURES

1. GENERAL. The procedures that will apply for inventorying packing and crating of HHG of military personnel will be followed in the preparation of HHG of civilian employees being shipped on GBL's with the exception of subpar. 2c below.
2. APPROPRIATIONS CHARGEABLE FOR PACKING, CRATING, STORING, UNPACKING, AND HANDLING.
 - a. Shipments within the United States. Claims for costs of commercial packing, crating, storing, local handling, and unpacking are chargeable to the appropriation and allotment cited on the owner's travel order. Such services by station labor are not authorized.
 - b. Shipments to or from Overseas Points. The cost of packing, crating, storage, unpacking, and local hauling when performed under contract are chargeable to funds of the activity which budgets for and is responsible for the funding of the travel from one official duty station to another.
 - c. Shipment as an Administrative Expense. When the additional weight of an employee's personally owned PBP&E would result in shipment in excess of the maximum weight allowance, the PBP&E may be transported under separate funding as outlined in DOT Order 1500.6 (series), par. 5-0402b(3). The separate funding and associated costs should be entered on the GBL. The use of appropriations available for travel and transportation is prohibited. To use this authority, administrative certification of the gaining activity's commanding officer is required. The agency funding the move will make this administrative determination prior to issuance of travel orders.

3. COLLECTION OF EXCESS COSTS FOR SHIPMENTS PROCURED AT GOVERNMENT EXPENSE. The costs of packing/unpacking, crating, hauling, and transportation of unauthorized articles, any weight in excess of the prescribed net weight allowance, and for shipments exceeding the distance between authorized points, will be borne by the employee. The PPTO will enter a notation on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) when excess cost will be incurred giving the specific reason therefor, i.e., unauthorized items weighing _____ pounds, excess weight of _____ pounds or excess distance of _____ miles. Excess costs (except for employees separating in nonpay status) will be collected by the Coast Guard Finance Center. Excess costs incurred by employees separating in a nonpay status will be collected in advance of shipment by the PPTO arranging for the shipment/service. The funds collected together with a copy of DD Form 1299 and a copy of the order will be forwarded to the Commanding Officer, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0015.
4. COMPUTATION OF EXCESS COST FOR EXCESS WEIGHT (par. 2008-7).
5. COMPUTATION FOR EXCESS COSTS INCURRED ON SHIPMENT BY EXPEDITED MODES AND SHIPMENTS TO OR FROM OTHER THAN AUTHORIZED POINTS. Computation for excess costs incurred on shipments by expedited modes as requested by an employee and shipments to and from other than authorized points will be in accordance with par. 2008-7, Examples E and F.

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TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 13 DO IT YOURSELF (DITY) MOVES (U5320-E)

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CHAPTER 13

DO IT YOURSELF (DITY) MOVES (U5320-E)

13000 GENERAL

13001 APPLICABILITY (U5320-E)

1. The DITY Program is applicable to Coast Guard members who move HHG between points in CONUS or between a point in CONUS and a point in Alaska or Canada, or to any other permitted points under the procedures contained in this chapter. The DITY program is also applicable to moves at overseas commands in accordance with locally established procedures. Any Coast Guard member moving HHG between those points who is otherwise eligible for movement of HHG at Government expense is eligible to participate in the DITY program. This includes members on PCS or TDY/TAD, members who desire to use a rental vehicle or an approved POV, and members who desire to use a DITY move in connection with a conventional HHG move. Group DITY moves are not permitted in the DITY program.
2. Participation in the DITY program is voluntary. A member may choose a DITY move, a conventional move, or a combination of the two methods, subject to entitlement limitations. A member who elects to move a personally owned boat and trailer as HHG has the same options and may also voluntarily participate in the DITY program.

13002 APPLICATION FOR SHIPMENT (DD FORM 2278) (U5320-E2)

When a member desires to make a DITY move, DD Form 2278 will be completed and will include the following information:

- a. Block 2 - Annotate any other shipments made by the member on these orders, in addition to the DITY move;
- b. Block 5 - Annotate the address to which the member desires incentive payment to be forwarded;
- c. Block 7d - Indicate that PBP&E are included in the DITY move and the weight; and
- d. Block 11b - Provide the applicable Federal Acquisition Regulation (FAR) local move contract move rate, if a local move is involved.

13003 COUNSELING (U5320-E2)

1. TYPES OF MOVES. There are three types of DITY moves available to Coast Guard members.

- a. **POV DITY Move.** A POV DITY move is a move where a member uses a personally owned or borrowed vehicle as detailed in para. 13006. For this type of move, the member must submit a claim for the incentive payment on a Travel Voucher (DD Form 1351-2). At counseling, the member will be required to show proof of ownership (registration) or other authority for the vehicle to be used and proof of a valid operator's license. The PPTO will annotate on the DD Form 1351-2 approval for the use of the vehicle for the DITY move and will note the type of vehicle used (see par. 13006). The PPTO must counsel the member to submit the travel voucher to the Commanding Officer, Attn: DITY MOVE DESK, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0017 immediately upon completion of the move. The form should be signed and dated, and must be accompanied with two copies of the order, the Do-It-Yourself (DITY) Move Certificate (Form CG 5570) (Figure 13-3) and certified weight tickets showing the gross (loaded) and tare (empty) weights of the vehicle. The member should be counselled to retain a copy of the claim and all receipts in the event of an audit by the Internal Revenue Service.
 - b. **DITY Moves Using Rental Vehicles.** Members may choose to make DITY moves using the normal type of rental vehicles, moving aids and packing materials. In these types of moves, the member procures the rental equipment and accessories, using the operating allowance provided by the origin ACO and performs all of the labor. Sources of rental equipment must be bona fide rental vendors.
 - (1) Boat and boat trailers being moved as HHG must be registered to the member or dependent. The net weight will include the weight of the trailer, boat and any personal property contents of a DITY eligible towing vehicle and boat. The gross weight will also include the weight of the towing vehicle.
 - c. **You Load/They Drive.** A third type of DITY move is the You Load/They Drive move. This type of move is offered by commercial HHG carriers vice rental companies. In this move, the member performs all of the packing, unpacking, loading and unloading of the van. The carriers supply the driver and performs the line haul movement. Incentives for this type of move are permitted under public law and are calculated on the same basis as a DITY move by rental vehicle or POV. These common carriers will have an assigned ICC number if they move across the state lines and a state or local regulatory number if they move within the state or locality. Members should ensure that these numbers appear on all documents involving the carrier.
2. **TRAVEL ALLOWANCES.** The JFTR, pars. U5100, U5105, and U5108 prescribe travel allowances for a member who is ordered to make a PCS, JFTR, par. U5125 for members who are separated from service or relieved from active duty, and JFTR, par. U5130 for members who retire, are placed on the temporary disability retired list, etc. The Comptroller General of the United States has ruled that

these travel allowances apply to members who make a van line move or who make a DITY move. Therefore, members who make DITY moves are permitted travel allowances as described above, as well as operating allowances for the DITY move. Similarly, MALT is permitted for dependent travel in accordance with JFTR, par. U5205-A, whether the dependents ride to the new duty station in their automobile or in a rental truck. For local moves, however, there are no travel allowances permitted. Claims for expenses and incentive involved in the DITY program will be processed at Coast Guard FINCEN.

3. DITY COUNSELING CHECKLIST. The DITY counseling checklist (DD Form 2278), shown in Figure 13-1, will be used to counsel members. This checklist presently is a four-sheet carbonized set, and when completed, will be distributed as follows:
 - a. The origin PPTO retains a copy for member's file;
 - b. The ACO retains a copy; and
 - c. The member retains the original and one copy. The member forwards the original to the Coast Guard FINCEN with other required documentation.
4. INCENTIVES AND INCENTIVE ESTIMATES.
 - a. Paying Office. All incentive payments for DITY moves by Coast Guard members will be made the Commanding Officer, ATTN: DITY MOVE DESK, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0017.
 - b. General. A monetary incentive is a payment to the member to compensate for moving and to share the savings resulting from the move. The "incentive" part of the payment is the net value of eighty percent (80%) of the constructive cost to the Government based on the actual weight moved, not to exceed the member's full JFTR prescribed weight allowance, less the member's expenses. All payments for Coast Guard members are made by Coast Guard FINCEN after the move is completed and all documents are received and audited. Failure to submit required documentation to the Coast Guard FINCEN within the specified time (03 days after completion of the move) may result in the member reimbursing the Coast Guard for the entire amount of any DITY advance.
 - c. Constructive Cost. The constructive cost to the Government is computed for one way moves by applying the appropriate Code 1 line haul rate, plus a packing allowance factor of \$5.00 per hundred weight to the actual weight moved, or the member's maximum weight allowance, whichever is less or the constructive weight, when appropriate. The constructive cost for local moves is based on the local drayage contract times the actual weight moved or member's full weight allowance, whichever is less. The \$5.00 per hundred weight packing allowance will not be applied to local moves.

- d. Incentive Payment Computations. The member's payment is based on 80% of the constructive cost. If the DITY costs exceed: (1) 80% of the constructive costs, but less than 100% of the constructive costs, the member should be reimbursed actual expenses, but receives no incentive; or (2) 100% of the constructive costs, the member should be reimbursed actual expenses, receives no incentive, and is responsible for all costs in excess of the constructive costs.

e. Examples:

- (1) Incentive paid, DITY cost did not exceed 80% of the constructive cost.

MTMC Domestic Personal Property Rate Solicitation Code 1 rate (pertaining to authorized distance).....	\$ 27.00
Add \$5.00 cwt.....	<u>5.00</u>
Total constructive rate.....	\$ 32.00

7,918 lbs net weight shipped (from certified weight tickets) divided by 100 lbs, raised to the next even

hundred weight (cwt) = 80

GBL constructive cost: \$32.00 x 8.....\$2,560.00

80% of GBL constructive cost (.80 x \$2560.00).....	2,048.00
Cost of DITY move (Expenses).....	1,100.00
DITY payment to member.....	2,048.00
DITY incentive earned by member.....	\$ 948.00

- (2) DITY cost exceeds 80% of constructive costs but did not exceed 100% of the constructive cost.

MTMC Domestic Personal Property Rate Solicitation Code 1 rate (pertaining to authorized distance).....	\$ 20.00
Add \$5.00 cwt.....	<u>5.00</u>
Total constructive rate.....	\$ 25.00

1,875 lbs net weight shipped (from certified weight tickets) divided by 100 lbs, raised to the next even hundred weight (cwt) = 19

GBL constructive cost: \$25.00 x 19.....\$ 475.00

80% of GBL constructive cost (.80 x \$475.00).....	380.00
Cost of DITY move (Expenses).....	425.00
Actual expense payment to member.....	\$ 425.00
Incentive earned.....	NONE

COMDTINST M4050.6

- (3) DITY cost exceeds 100% of the of the constructive cost.

MTMC Domestic Personal Property Rate Solicitation Code 1 rate (pertaining to authorized distance).....	\$ 14.00
Add \$5.00 cwt.....	<u>5.00</u>
Total constructive rate.....	\$ 19.00
1,875 lbs net weight shipped (from certified weight tickets) divided by 100 lbs, raised to the next even hundred weight (cwt) = 19	
GBL constructive cost: \$19.00 x 19.....	\$ 361.00
80% of GBL constructive cost (.80 x \$361.00).....	288.00
Cost of DITY move (Expenses).....	380.00
Actual expense payment to member.....	361.00
Incentive earned.....	NONE
Net (excess) cost to member.....	\$ 19.00

- (4) Special computation for personnel under temporary change-of-station orders in pay grades E-1 to E-7 (less that 500 lbs of HHG authorized to be shipped).
Member with 225 lb weight allowance moves 350 lbs.

MTMC Domestic Personal Property Rate Solicitation Code 1 rate (pertaining to authorized distance) (500 lb minimum)....	\$ 16.00
Add \$5.00 cwt.....	<u>5.00</u>
Total constructive rate.....	\$ 21.00
GBL constructive cost: (\$21.00 x 500 lbs).....	\$ 105.00
80% of GBL constructive cost (.80 x \$105.00).....	84.00
Cost of DITY move (Expenses).....	43.50
DITY payment to member.....	84.00
Incentive earned.....	\$ 40.50

or

MTMC Domestic Personal Property Rate Solicitation Code 1 rate (pertaining to authorized distance) (500 lb minimum)....	\$ 5.00
Add \$5.00 cwt.....	<u>5.00</u>
Total constructive rate.....	\$ 10.00
GBL constructive cost: (\$10.00 x 500 lbs).....	\$ 50.00
80% of GBL constructive cost (.80 x \$50.00).....	40.00
Cost of DITY move (Expenses).....	55.00
Actual expense payment to member.....	50.00
Incentive earned.....	NONE
Net (excess) cost to member.....	\$ 5.00

5. DOCUMENTATION FOR MONETARY INCENTIVE (U5320-E).

- a. Documentation for the monetary incentive will be submitted to Coast Guard FINCEN, Chesapeake, VA.
- b. Origin PPTO Documentation. The origin PPTO will prepare the following documentation for all DITY moves:
 - (1) DD Form 2278 (DITY Counseling Checklist). The PPTO will insert the following statement and obtain the member's signature in Block 10a of the form:

"I UNDERSTAND THAT I MUST SUBMIT ALL REQUIRED DOCUMENTATION WITHIN 3 DAYS OF COMPLETION OF THE MOVE. FAILURE TO DO SO MAY RESULT IN TOTAL REIMBURSEMENT BY ME TO THE GOVERNMENT OF ALL ADVANCE PAID TO ME IN CONNECTION WITH MY DITY MOVE."
 - (2) A Pre-addressed Envelope (DITY Envelope) will be provided by the PPTO to each member making a DITY move. The member will use the DITY Move envelope to forward the required documents to the Coast Guard FINCEN.

13004 OPERATING ALLOWANCE (U5385)

1. GENERAL. An operating allowance may be advanced to the member. PPTO's will permit the payment of the member's operating allowance based on 60 percent of the estimated constructive cost. The member will be counseled to use this advance to pay only for those services directly related to the DITY move, e.g., rental equipment, gasoline, oil, tools, packing materials, expenditures incurred in a You Load/They Drive move. No operating allowances will be paid to members using their own POV's or to members being separated from the Service (Discharge/RELAD). The PPTO will counsel members to request payment of the advance to the ACO serving the PPTO or the ACO serving the member's duty station. This advance will be computed by the origin PPTO.
2. ISSUANCE OF THE OPERATION ALLOWANCE. The origin PPTO will compute the operation allowance to be paid to the member (at 60 percent of the estimated constructive cost). The operating allowance is issued by the ACO at origin on a DD Form 1351-2 (Travel Voucher) with the following endorsement in Block "Prior Travel Payments or Advances Under These Orders": "Operating Allowance in the amount of \$ _____ paid on VOUCHER No. _____ and (date of payment)". The ACO will retain one copy of the DD Form 1351-2 and provide the member with original and send a copy marked "DITY" on top to the Coast Guard FINCEN. The member will contract for pick up the equipment. The member will also be counseled to submit the original DD Form 1351-2 to the Coast Guard FINCEN along with other documents in the prepaid DITY envelope provided at the time of counseling. A copy of all documentation, including DD Form 1351-2 must be forwarded to the destination PPTO.

3. TRAILER RENTAL AND POV's.

- a. The member receives an operating allowance (60 per cent of the constructive costs) in order to pay for the rental of a trailer.
- b. The member should retain receipts for gas, oil, tolls, and weight tickets and other miscellaneous expenses in the event of an audit by the Internal Revenue Service (IRS)

4. DOCUMENTATION REQUIRED TO BE SUBMITTED BY THE MEMBER IS AS FOLLOWS:

a. Rental Vehicles--

- 1. Original DD Form 2278
- 2. Two copies of order
- 3. Copy of DD Form 1351-4 showing operation allowance issuance, if applicable;
- 4. Original customer's copy of the paid rental contract
- 5. Original DD Form 1351-2 with PPTO authorization
- 6. Certified weight tickets
- 7. Copy of GBL for mobile home shipment, if applicable
- 8. Copy of inventory
- 9. Copy of approval to use constructive weights, when applicable
- 10. Original DO-IT-YOURSELF (DITY) MOVE CERTIFICATE (Form CG 5570) (Figure 13-3)

b. Authorized POV's--

- 1. Original DD Form 2278
- 2. Two copies of order
- 3. Original DD Form 1351-2 with PPTO authorization
- 4. Original DO-IT-YOURSELF (DITY) MOVE CERTIFICATE (Form CG 5570) (Figure 13-3)
- 5. Copy of vehicle registration
- 6. Certified weight certificates
- 7. Copy of GBL for mobile home shipment, if applicable
- 8. If constructive weights are to be used, follow procedures described in par. 13005-5
- 9. Copy of approval to use constructive weights, when applicable

c. You Load/They Drive

- 1. Original DD Form 2278
- 2. Two copies of order
- 3. Copy of DD Form 1351-4 showing operating allowance issuance, if applicable
- 4. Certified weight tickets from the You Load/We Drive carrier
- 5. Copy of Inventory
- 6. Copy of DD Form 1351-2 showing PPTO's authorization

7. Original customer's copy of the Bill of Lading or invoice showing the carrier's name and ICC, State or local registration number
- d. Combined DITY Rental Vehicle and POV. If a service member is using a combination of rental vehicle and an allowed POV, documentation required for each vehicle should be submitted together and should be cross referenced.
- e. Current Mailing Address. The member must have a current mailing address and furnish it at the time of counseling.

13005 WEIGHT DETERMINATION (U5320-E3)

1. WEIGHT TICKETS. Unless specifically permitted to use constructive weights, the member must be advised that legible weight tickets are mandatory for payment of the incentive since they are the sole basis for entitlement. Two certified weight tickets must be obtained. One weight must indicate the tare (empty) weight of the vehicle (truck/trailer/POV). The second must indicate the gross (loaded) weight of the same vehicle after the permitted property has been loaded. The need for weight tickets applies to POV's, rental trucks, trailers, and commercial carrier vans when using a You Load/They Drive type of move. PPTO's should emphasize to the member to specifically request weight tickets when using You Load/They Drive carriers since these carriers normally do not furnish weight tickets to commercial customers. Obtaining a single weight ticket showing the individual gross and tare weight is acceptable. For intra-city moves involving several trips using the same vehicle, only one tare weight ticket is necessary, but separate gross weight tickets are required for each load. Certified weight tickets are to be obtained from Government, commercial or public scales.
2. WEIGHT TICKET IDENTIFICATION. To ensure proper identification of the weight tickets and subsequent payment of the member's incentive allowance, it is essential that the following information be included on each weight ticket obtained:
 - a. Imprint or official stamp with name and location where obtained.
 - b. Signature and title of official certifying the weighing.
 - c. Legible imprint of the weight and date recorded.
 - d. Member's name, rank, and social security number.
 - e. Identification of vehicle weighed. Members should be advised to retain a copy of the weight tickets for their records.
3. METHOD OF WEIGHING. Weight tickets will be obtained as follows:

- a. Truck and POV. Driver and passenger must be out of the vehicle and gas tank must be full on both weighings. The member should make every effort to weigh the entire vehicle at one time, either on a large platform scale or on two or more smaller scales.

NOTE: ANY POV IN TOW MUST BE DISCONNECTED PRIOR TO WEIGHING!

- b. Trailer. Drivers and passengers must be out of the towing vehicle. Rear seats, trunk and car top carriers must be empty and gas tank must be full at each weighing. Towing vehicle and trailer must be weighed as a complete unit at one time on a large platform scale or on two or more smaller scales.
 - c. Axle weights are acceptable.
4. SUBMISSION OF WEIGHT TICKETS. Weight tickets will be submitted in accordance with para. 13011.
 5. CONSTRUCTIVE WEIGHTS (U5320-E3b). Incentive payments may be based on constructive weights instead of actual weights ONLY in the following situations:
 - a. When the member moves between Government quarters on the same activity or installation;
 - b. When a member makes a local move originating on a weekend, on a legal holiday, on a Friday, or on the day before a legal holiday;
 - c. When a member moves between duty stations in close proximity to each other as defined in JFTR, par. U5355-B1, and adverse weather conditions, e.g., snow, ice, flooding, existed during the entire period of the move;
 - d. When a member moves between installations in close proximity over a weekend, if all weigh stations are closed and the PPTO considers providing weight tickets to be inappropriate;
 - e. When there has been a loss of personal property through fire, theft, or accident while property was located on the rental vehicle.
 6. DOCUMENTATION FOR USE OF CONSTRUCTIVE WEIGHTS. Constructive weight will be based on 7 pounds per cubic foot. Members should be counseled to prepare a DD Form 1701 (Household Goods Descriptive Inventory) or, if not available, a locally developed inventory, or an inventory provided by the rental contractor, and submit it to Coast Guard FINCEN to support incentive payment. When the member is making a local move described in subpars. 5a and b above, the PPTO must authorize, prior to the move, the use of constructive weight on the DD Form 2278 or DD Form 1351-2 if a POV is used. When the member moves under subpar. 5c above, it will not be possible for the member to obtain prior approval from

the personal property office. The member will be required to provide evidence of the adverse weather conditions to the destination PPTO. Such evidence will be verified that such conditions existed. When the member moves under the conditions of subpar. 5e above, constructive weights may be used to base incentive payment for movement of the lost items up to the point of loss if a weight ticket has not been obtained. In this case, the member will be required to provide the destination PPTO with evidence of loss such as a police report and a copy of a loss and damage claim filed by the member. All constructive weights estimated will be subjected to verification by a PPTO.

7. EXCESS WEIGHT. PPTO's should counsel members that constructive weights estimated for members moving situations in para. 5 above will be considered for actual weight of the HHG moved. When members are overweight as a result of doing a DITY move in conjunction with a conventional move, consideration of the ten percent packing allowance on the DITY portion will not apply, since the constructive weight is considered the actual weight moved.
8. SUBMISSION OF DOCUMENTATION. Members making DITY moves on a constructive weight basis are required to submit documentation (DD Form 2278, order, inventory) to the Coast Guard FINCEN within 15 days from the scheduled pick up of the rental vehicle, or be subject to reimbursing the Government for the full amount of advance/operating allowance, in accordance with par. 13011.

13006 PRIVATELY OWNED VEHICLES (U5320-E1)

1. GENERAL. A member may be eligible to participate in the DITY program utilizing a POV if authorized in advance by a responsible PPTO. Use of vehicles primarily designed for passenger conveyance is prohibited. Vehicles which are temporarily or permanently converted to cargo carriers are permitted in the DITY program (e.g., back seat removed from a jeep or van type vehicle).
2. DISALLOWED POV's. Vehicles NOT allowed for use under the DITY program are automobiles, station wagons, motor homes, camping trailers, recreation vehicles (Winnebago type), pickup trucks with self-contained camper units, customized vans, vehicles licensed for and operated in commercial businesses, or personally procured rental vehicles of this type.
3. ALLOWED POV's. Vehicles which may be used under the DITY program are utility trailers, pickup trucks (including those outfitted with camper shell only), and vans primarily designed for cargo carrying purposes (not customized). Other vehicles may be used if approved the local PPTO. Proof of ownership in the form of a title or registration must be submitted to PPTO at time of counseling.

4. BORROWED POV's. A member may borrow a POV for use under the program provided written authorization from the owner is furnished to the PPTO with vehicle identification.
5. GAS AND TOLL RECEIPTS. In addition to requirements for certified weight tickets, a member who uses a POV to perform a move must be counseled to obtain and retain fuel, oil and toll receipts to document the move. These receipts will be totaled and costs certified on DO-IT-YOURSELF (DITY) MOVE CERTIFICATE (Figure 13-3). The certificate will be submitted to Coast Guard FINCEN with the certified weight tickets when claiming the incentive payment. The receipts should be retained by the member in the event of an audit by the Internal Revenue Service.
6. DOCUMENT PREPARATION. A Travel Voucher (DD Form 1351-2) will be prepared by the origin PPTO and used by the member for all claims for monetary payments for movement of HHG by POV. Special entries will be made on the DD Form 1351-2 as follows:
 - a. Block 1 "Itinerary." Annotate the origin and destination of shipment; description of vehicle being allowed (year, make and model); whether POV is being used in conjunction with a personally contracted vehicle under the DITY program; and any previous shipments that have been made at Government expense under the identical order.
 - b. Block 5 "Reimbursable Expenses/Charge For Deductible Meals". Insert statement, "Movement of personal property by POV under the Monetary Incentive Program is authorized," followed by PPTO's signature, date and activity name.
 - c. For Local Move Only:

Block 15 "Accounting Classification". Insert the local FAR contract rate. Upon completion of the local move, the member should be counseled when signing the DD Form 1351-2 that the date should be inserted and submit the form submitted with two certified weight tickets, two copies of the order, and Do-It-Yourself (DITY) Move Certificate to the Coast Guard FINCEN. No incentive will be paid unless all documents are forwarded and received by the Coast Guard FINCEN. The member should be advised to retain copies of all documents in the event of an audit by the Internal Revenue Service.

VEHICLES AUTHORIZED FOR USE IN THE DITY PROGRAM. The following list contains examples of the types of vehicles for use in the DITY program. The list is not all inclusive; the use of vehicles similar to but not listed is dependent upon the approval of the PPTO:

AMC	Jeep Cherokee, Comanche Pick Ups
CHEVROLET	Pick Ups (Tahoe/Durango/Sport), Chevy Vans, Sport Vans (Not Outfitted), and Astro
DATSUN	Pickups or King Cab
DODGE	Pick Ups, Ram (Club/Crew Club), Rampage, Caravan
FORD	Econoline, Pickups, Standard Club, King of Clubs, Bronco XLT Lariat, and Aerostar
GMC	Pick Ups, Vans, Four-Wheel Drives, Sport Vehicles (Not Outfitted)
INTERNATIONAL	Scout, Pick Ups
ISUZU	4X4, Pick Ups (Long/Standard Bed), Sport Trucks
NISSAN	Pathfinder, Pick Ups or King Cab
PLYMOUTH	Voyager
SUZUKI	Samurai, Trooper II Four Wheel Drive, Pick Ups
TOYOTA	Vans, 4X4, 3/4 Ton, Pick Ups (Long/Standard Bed), Sport Trucks

13007 DITY ENVELOPE

1. GENERAL. PPTO's are to prepare a self-addressed envelope, addressed to the Commanding Officer, ATTN: DITY MOVE DESK, USCG Finance Center, 1430A Kristina Way, Chesapeake, VA 23326-0017. The DITY envelope should be used by members making DITY moves to forward required documentation to the Coast Guard FINCEN.
2. CHANGE OF ADDRESS. The reverse side of the pre-addressed DITY envelope should be used by the member to provide any change in the mailing address from the one provided on the DD Form 2278 application. The address on the DITY envelope will take priority if different from the provided on other documentation.

13008 STORAGE

1. Temporary storage incident to a DITY move is permitted at Government expense. However, the monetary incentive will be based on line haul costs only and will not include an incentive payment for the storage portion of the move.
2. The member should have a residence available for delivery of the goods at destination within the period specified for the move. PPTO's should encourage a conventional move if the member known prior to shipment that storage will be required. If however, the member arrives at the destination and storage is

required, storage may be procured through small purchase procedures in accordance with Part 13 of the Federal Acquisition Regulation (FAR). The PPTO may designate SIT warehouses or mini-storage for storage.

3. If the warehouseman will not accept a purchase order, the member can submit a claim for reimbursement for personally procured storage. In this instance, a DD Form 1351-2 (Travel Voucher) must be annotated with the PPTO's approval prior to submission of the claim by the member.
4. In many instances, it may be cost favorable to use holding time for the rental vehicle rather than place the property in a commercial facility.

13009 INSURANCE

1. Insurance coverage for vehicle failure is furnished by the contractor. Product failure insurance is also provided for trailers. Members planning to use trailers should be counseled to check their automobile insurance policies for coverage when pulling a trailer. Some automobile insurers extend coverage while pulling a trailer, others may not.
2. A member who is involved in an accident while using the DITY program should immediately notify the contractor. Liability in such cases is determined by the laws of the state in which the accident occurs, and the member may be held personally responsible if inadequate insurance coverage to satisfy all damage and third party claims or lawsuits resulting from an accident is not held. Additional insurance, if required, must be procured by the member and is not reimbursable by the Government.
3. Additionally, if a member is involved in an accident while driving a rental vehicle, the amount of the deductible may be required to be paid by the member. The amount of the deductible is not reimbursable by the Government. Members should be counseled to consider purchasing insurance deductible waivers (at personal expense) from the rental company and to review personal automobile insurance policies for coverage.

13010 LOSS AND DAMAGE TO HOUSEHOLD GOODS

Members should be advised that they may file a claim for loss and damage up to the maximum of \$40,000 per move. However, claims will not be paid if the claimant's negligence contributed to the loss or damage. Valid claims must be substantiated by a personal property inspector's report. Members should immediately contact the nearest PPTO for an inspection and assistance in preparing and filing a claim if damage or loss is evident.

13011 DOCUMENTATION AND TIME LIMIT FOR SUBMISSION

1. DOCUMENTATION. All documentation for the monetary incentive will be submitted to Coast Guard FINCEN. The member must be advised to retain copies of all documents submitted. If service member are using a combination of rental vehicle and an allowed POV, documentation required for each should be submitted together and should be cross referenced.
2. CURRENT MAILING ADDRESS. The member must use an address where their check can be delivered.
3. SUBMISSION OF THE DOCUMENTATION. During the counseling session, the member will be provided a pre-addressed envelope to mail the documentation to the Coast Guard FINCEN. This is a specially designed envelope which helps identify the paperwork properly and also helps to verify that the member completed the move. (See Figure 13-2 for specially designed envelope) The member should ensure that all documentation is placed in the envelope prior to mailing. Again, caution the member to keep copies.
4. TIME LIMIT FOR SUBMISSION OF THE DOCUMENTATION TO COAST GUARD FINCEN. The member will be counseled that the required documentation must be submitted to the Coast Guard FINCEN within 3 working days of reporting to the new duty station. If documentation is not submitted within the required time frame, the Coast Guard FINCEN may request the member to reimburse the Government for the amount of the advance.

13012 PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT

1. ELIGIBILITY. Any military member, who is entitled to ship PBP&E at Government expense, may also use the DITY method for the movement of the PBP&E. The PBP&E must be packed and weighed separately. The weight of the PBP&E will not be charged against the member's authorized weight allowance. If a member is making a GBL move and a DITY move, the most prudent way of shipping the PBP&E would be by GBL. If the member uses the DITY portion of the move for PBP&E due to immediate need upon arrival at the new duty station, the member must have it weighed in order to receive proper credit.
2. ANNOTATION OF DD FORM 2278. The member must certify that the PBP&E declared on the DD Form 2278 is necessary for use in performing official duties and will annotate the item with the estimated/actual weight of the PBP&E or "None" and initial the appropriate block.
3. WEIGHT TICKET. The weight may be obtained using bathroom or platform type scales or if scales are not available, a constructive weight of 40 pound per cubic foot may be used. Weight tickets must clearly show "PBP&E" when application is prepared. PBP&E may not be declared after the fact in instances of excess costs due to overweight.

4. INCENTIVE COMPUTATION. Computations of incentive involving DITY moves with PBP&E will be as follows:
 - a. When the total weight of HHG and PBP&E does not exceed the member's authorized weight allowance, the incentive will be computed on the total weight moved including the weight of PBP&E.
 - b. When the total weight of the HHG and PBP&E exceeds the member's weight allowance, the weight of the PBP&E will be deducted from the total. If this total still exceeds the authorized weight allowance, the incentive computation will be made on the member's maximum weight allowance.
 - c. If the DITY costs exceeds the constructive costs, the weight of the PBP&E will be deducted before computing the charge to the member.

**13013 DITY MOVES IN CONNECTION WITH MOBILE HOME SHIPMENTS
(U5320-E and U5330-F5)**

1. GENERAL. Articles of HHG which would otherwise be permitted for shipment at Government expense and which must be removed from a mobile home to meet safety requirements may be moved by the DITY method. Only those items of HHG which are required to be removed from the mobile home to meet safety requirements may be moved separately. Such items include, but are not limited to, outdoor television antennas, air conditioners, skirts, awning, heavy appliances and heavy items of furniture. Items not permitted are: concrete blocks, other blocking material, outdoor furniture, outdoor lights, storage sheds and any other decorative material not affixed to or contained inside the mobile home.
2. DOCUMENTATION. Applications (DD Form 2278) for both the DITY move and the mobile home move will be cross referenced and annotate in Block 2 "DITY/Mobile Home Move."
3. COMPUTATION. The DITY costs (contractor cost, operating allowance and incentive payments) will be deducted from the member's maximum allowance for mobile home movement. While the DITY move would be handled as any other DITY move, the entire DITY costs will be annotated in the member's file and deducted from the maximum dollar amount subsequently computed by Coast Guard FINCEN for payment of the mobile home movement. If the actual mobile home costs exceeds this maximum allowance, the member will be charged all excess costs.

WORK SHEET FOR COMBINED MOBILE HOME/DITY MOVES

1. Total mobile home allowance lbs x \$ per cwt
Use line haul rates.....\$ _____
2. Less total DITY cost.....\$ _____
3. Total.....\$ _____
4. Maximum allowed costs (Weight allowance time
line haul rates.....\$ _____
5. Difference.....\$ _____

The member must pay any excess costs. If total DITY cost and mobile home movement costs do not exceed allowed costs, the member may be paid an incentive for the DITY portion, using the normal DITY computation formula.

**13014 DITY MOVES INVOLVING BOATS MOVE AS HOUSEHOLD GOODS
(U5310-F) .***

13015 COLLECTION OF EXCESS COSTS (U5320-E4)

1. All charges in excess of the constructive cost of the DITY move will be collected by Coast Guard FINCEN for members in a pay status. Pay account checkage or other collection action will be taken by the Coast Guard FINCEN in the following circumstances:
 - a. When the member fails to submit (including weight tickets), a completed claim and all paperwork within 15 days of vehicle pick up or scheduled pick up; and/or
 - b. When the member collects an operating allowance but does not pick up the vehicle or picks up the vehicle but fails to complete the move.

**13016 DITY MOVES FROM REMOTE LOCATION/OTHER AREAS OF
RESPONSIBILITY**

1. A member who wishes to make a DITY move in a remote location or in another PPTO's area of responsibility or request a move from other than the old or to the new duty station, will be counseled by the PPTO as in any other DITY move. The member will arrange for the rental equipment, fill the required documentation, get the required weight tickets and after completing the move, forward all documentation to the Coast Guard FINCEN.
2. If the operating allowance cannot be furnished when a member is making a DITY move from a remote location, the member will pay for vehicle rental, fuel, tolls, and the weight tickets. The member will forward a copy of paid rental contract and completed DO-IT-YOURSELF (DITY) MOVE CERTIFICATE (Form CG 5570) to the

Coast Guard FINCEN. Each member should be reminded to retain all receipts in the event of an audit by the Internal Revenue Service. Any reimbursement due will be included in the computation of the member's incentive.

13017 APPROVAL OF DITY MOVES AFTER-THE-FACT

The Integrity of the DITY process and it's proper application is paramount. The provisions of this paragraph in no way are intended to circumvent the normal DITY process of counseling and giving prior authorization to members before they make DITY moves. The intent is to accommodate members who, because of urgent unit operational needs or similar emergencies, could not get the proper authorization prior to effecting a DITY move. In cases where counseling prior to the move is not possible, the member should be given every opportunity to obtain from the origin TO a complete DITY move package. Upon arrival at the new PDS, the member may request approval of a DITY move after-the-fact from Commandant (G-PMP-2), through the chain command (NEW PDS) and the TO at the old PDS. The "after-the-fact" DITY approval will be considered on a case-by-case basis, but in all cases, orders must have been issued prior to the move for an after-the-fact DITY approval to be requested or approved.

APPLICATION FOR DO IT YOURSELF MOVE AND COUNSELING CHECKLIST (Please read Privacy Act Statement on reverse before completing form)				1. DATE PREPARED (YYMMDD)	2. SHIPMENT NUMBER
3. MEMBER OR EMPLOYEE INFORMATION					
a NAME (Last, First, Middle Initial)		b RANK GRADE	c SOCIAL SECURITY NO	d AGENCY	
4. THIS SHIPMENT STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS					
a TYPE ORDERS (X one)		b DATE OF ORDERS (YYMMDD)		c ISSUED BY	
LOCAL					
PERMANENT		d NEW DUTY ASSIGNMENT		e ORDERS NO	f NUMBER MILES
TEMPORARY					
g. NAME OF PREPARING OFFICE			h. PAYING (AFO/F&AO) NAVY AND MARINE CORPS (See reverse)		
5. SEND CHECK TO (Complete address)				6. STATE OF LEGAL RESIDENCE	
7. ENTITLEMENTS (X and complete as applicable)			8. MEMBER RESPONSIBILITY (X and complete as applicable)		
a Option of GBL (Van) and/or DITY move (nontemporary storage)			a. Operating allowance (Amount)		
b DITY move authorized from to			b Pick up rental vehicle and ensure safe operation Pick up date (YYMMDD)		
c ITO/TMO provided with accurate estimate weight of HHGs.			c Empty/loaded weight tickets required for each trip made. Use government, public, commercial scales		
d Maximum authorized weight			d. Name, rank, Social Security Number, Weightmaster's signature required on each weight ticket.		
e Unauthorized items (POV's, boats, flammables, etc)			e. Trailers weighted attached to prime mover (no passengers aboard - weigh entire unit at same time)		
f Power of Attorney, if required.			f DITY moves require DD Form 1351-2		
g. Type of vehicle authorized (POV).			g DD Form 2278 and weight tickets must be submitted to paying office. TMO ITO to receive incentive payment. Provide Rental Contract (not required for Air Force and Army)		
h Loss or damage - maximum government liability					
i Temporary storage					
9. COST COMPUTATION					
a ESTIMATED CONSTRUCTIVE COSTS			b PAID BY DSSN		
(1) MTMC rate solicitations per cwt X plus \$5.00 X est. wt. or wt. allow		\$	c VOUCHER NO		d DATE
(2) Local rate per cwt X est. wt. or wt. allow		\$	e I agree to furnish two weight tickets within 45 days from the start of this move. If I fail to do so, I voluntarily consent to collection of all government costs of this move from my pay. I also voluntarily consent to collection of any unearned advance operating allowance up to a maximum of \$ from my pay.		
(3) Estimated gross incentive		\$			
(4) Advance operating allowance		\$			
NO INCENTIVES WILL BE PAID WITHOUT ACCEPTABLE WEIGHT TICKETS AND OTHER REQUIRED DOCUMENTS					
10. I CERTIFY THAT I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AND CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS FORM.					
a. SIGNATURE OF MEMBER/AGENT		b. DATE SIGNED	c. SIGNATURE OF COUNSELOR		d. DATE SIGNED
11. CERTIFICATION OF TMO/ITO					
a ACTUAL CONSTRUCTIVE COSTS					
(1) Rate per cwt _____ plus \$5.00 X _____ actual wt. or wt. allow \$			(2) Local rate per cwt X _____ actual wt. or _____ wt. allow \$		
b CONSTRUCTIVE COST OF _____ GBL OR _____ LOCAL MOVE IS \$ _____ (Attach copies of acceptable tare and gross tickets)					
12. TMO					
a. TYPED OR PRINTED NAME		b. SIGNATURE		c. DATE SIGNED	

Previous editions are obsolete
FIGURE 13-1

FIGURE 13-1

DO IT YOURSELF (DITY) ENVELOPE

TYPE OR STAMP FOLLOWING ADDRESS ON FRONT OF DITY ENVELOPE

Commanding Officer
Attn: DITY MOVE DESK
USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-0017

TYPE OR STAMP FOLLOWING ON BACK OF DITY ENVELOPE

MEMBER MUST ADD TO THIS ENVELOPE

1. DD Form 1351-2 Given to the Member by the ACO
2. Completed DD Form 2278
3. Original Certified Weight Tickets
4. Original Customer's Copy of the Paid Rental Contract
5. Completed Do-It-Yourself (DITY) Move Certificate (Form CG 5570)
6. Copy of the PCS order

Figure 13-2

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5570 (6-93)		DO-IT-YOURSELF (DITY) MOVE CERTIFICATE (This form is affected by the Privacy Act of 1974)		
I CERTIFY THE FOLLOWING AMOUNTS AS EXPENSES INCURRED IN MAKING MY DITY MOVE				
FROM: (Old Location)			TO: (New Location)	
PAYMENTS TO RENTAL COMPANIES: For moving vehicle rental. (This figure must be substantiated with a copy of the member's contract with the rental company.)				
GASOLINE AND OIL EXPENSES				
OTHER ITEMIZED EXPENSES: (List type of expenses, i.e., cost of weight tickets, packing materials and moving equipment)				
DO NOT INCLUDE Lodging, meals and pre/post moving expenses				
TOTAL MOVING EXPENSES CLAIMED				
ADVANCE PAYMENT	PLACE PAID	DATE PAID	AMOUNT PAID	COMMENTS
I understand the penalty for willfully making a false statement of claim is a maximum fine of \$10,000, or maximum imprisonment of 15 years, or both, in accordance with 18 U.S.C. 287 and 18 U.S.C. 1001.				
Signature		Grade	SSN	Date
NOTE: Expenses certified on this statement reduce taxable income reported on Form W-2 & may not be claimed again as moving expenses. Tax withholding will be 20% of profit (entitlement minus expenses). This may increase or decrease your final taxable income rate.				
FOR COGARD FINCEN USE ONLY			PLEASE NOTE:	
CONSTRUCTIVE COST _____			YOU ARE REMINDED TO KEEP ALL OF YOUR RECEIPTS AND A COPY OF THIS COMPLETE DITY CLAIM FOR A PERIOD OF SEVEN YEARS	
80% CONSTRUCTIVE _____			YOU ARE TO SUBMIT	
GROSS DUE MEMBER _____			1. THIS FORM	
MEMBER'S EXPENSE _____			2. ORIGINAL COPY OF DD FORM 2278	
TAXABLE AMOUNT _____			3. 1 COPY OF YOUR TRAVEL ORDER	
FED. INCOME TAX _____			4. 2 WEIGHT TICKETS (GROSS & TARE)	
STATE TAX 4% (If applicable) _____			5. COPY OF PAID RENTAL CONTRACT (IF USING A POV COPY OF REGISTRATION FOR VEHICLE PLUS WRITTEN AUTHORIZATION IF USING SOMEONE ELSE'S POV)	
ADVANCED OPERATING ALLOWANCE _____			6. ORIGINAL COPY OF DD FORM 1351-2	
NET MONETARY AMOUNT DUE TO MEMBER _____			TO	
			COMMANDING OFFICER USCG FINANCE CENTER (ATTN: DITY DESK) 1430A KRISTINA WAY CHESAPEAKE, VA 23326-0017	

Figure 13-3

Figure 13-3

TRANSPORTATION OF PERSONAL PROPERTY

CHAPTER 14 CLAIMS

CLAIMS FOR REIMBURSEMENT FOR SHIPMENT MADE AT PERSONAL

EXPENSE OTHER THAN DITY MOVES (U5320-D)14000

Basis for Reimbursement.....14000-1
Preparation and Submission.....14000-2
Supporting Documents.....14000-3

CLAIMS FOR LOSS AND DAMAGE.....14001

General.....14001-1
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INCONVENIENCE CLAIMS.....14002

General.....14002-1
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Preparation of Inconvenience Claims.....14002-3
Items Which Can be Included in Claim.....14002-4
If Attempts of PPTO to Settle Claim are Unsuccessful.....14002-5
Settlement of Claim.....14002-6

CHAPTER 14

CLAIMS

14000 CLAIMS FOR REIMBURSEMENT FOR SHIPMENT MADE AT PERSONAL EXPENSE OTHER THAN DITY MOVES (U5320-D)

1. BASIS OF REIMBURSEMENT. When a member arranges for shipment of HHG because a PPTO was not available or because the member was instructed by the PPTO to make shipment at personal expense, the member may be reimbursed for the actual cost exclusive of the special routing and services referred to in JFTR, par. U5340-E. In all other cases, when a member arranges for the shipment of HHG at personal expense, reimbursement may not exceed the cost which would have been incurred by the Government had the shipment been made by a PPTO. Members may be reimbursed for storage costs incurred when a subsequent determination reveals that the storage should or could have been at Government expense. In those cases, the member will be reimbursed the total costs incurred. When a PPTO instructs a member to make a shipment at personal expense, such instructions will be confirmed in writing with a copy to the destination PPTO.
2. PREPARATION AND SUBMISSION. Claims for reimbursement will be filed on Travel Voucher or Subvoucher (DD Form 1351-2). The original and three copies properly executed will be submitted to the destination personal property transportation officer with supporting documents as described in par. 3 below.
3. SUPPORTING DOCUMENTS. Each claim for reimbursement in connection with shipment of HHG, including packing, crating, transportation, storing, draying, unpacking and uncrating, will be supported by the following documents in duplicate:
 - a. Two copies of the order with endorsements or other authority for shipment;
 - b. Original bills for any packing, crating, draying, storing, unpacking, transportation, and uncrating such documents will be receipted as paid in full, in the original handwriting of the contractor, or of an authorized agent of such contractor, who performed the services);
 - c. Original of the carrier's bill for transportation showing the date shipment was made; point of origin; point of destination; weight of PBP&E, weight of other articles, and total weight shipped; amount of charges paid; and receipted as paid in full;
 - d. Statement of the reasons why transportation could not have been arranged by or through a PPTO;

- e. Copy of the time extension certificate, when applicable;
- f. Ownership statement;
- g. Weight ticket and inventory of HHG moved; and
- h. For shipment by commercial van carrier, certified weight tickets showing gross, tare, and net weight will be required in addition to the documents prescribed above. In lieu of such weight tickets, when charges are based on cubic measurement, the owner will obtain from the carrier a statement, signed by the carrier's representative, stating: "No scale within 10 miles. Shipment used _____ cubic feet of properly loaded van space."

14001 CLAIMS FOR LOSS OR DAMAGE

1. GENERAL. Claims for loss and damage incurred in the shipment of personal property of Coast Guard members will be handled in accordance with COMDTINST M5890.9 (series) "Coast Guard Claims and Litigation Manual" and DOD 4500.34-R, par. 10001.
2. GOVERNMENT LIABILITY. The maximum Government liability under public law is \$40,000 per incident. An incident is the event in which the damage occurs. The \$40,000 limit cannot be doubled by making two shipments and issuing two GBL's for one member if the HHG are destroyed in the same incident, such as a warehouse fire. When a member has both an air shipment and a surface shipment and the surface shipment is damaged and the air shipment is damaged in unrelated incidents, two incidents exist and the maximum Government liability is \$40,000 per incident. If, on the other hand, the member has two separate shipments transported on the same ship, incident to the same order, and the ship sinks, there is only one incident involved, and the Government's liability is \$40,000 for both shipments.
3. CARRIER LIABILITY. The minimum released valuation for domestic shipments, both intra and interstate, is \$1.25 times the total net weight (in pounds) of the shipment. Members may also release shipment at a higher released value (lump sum declaration) or full replacement protection. Provisions for increasing the valuation are contained in MTMC rate solicitations. When the service member exercises the option to release a shipment at a value exceeding \$1.25 times the actual net weight (in pounds) of the entire shipment or when the service member exercises the option to release a shipment under the provisions of full replacement protection, the service member must first present the claim to the carrier to allow the carrier an opportunity to settle by replacing articles lost or damaged, pay reimbursement for full replacement, or provide satisfactory repairs. However, the claim may be submitted to the cognizant claims office if the carrier denies the claim or when a delay in processing would cause hardship to the property owner or 30 days have passed since the property owner's submission of the claim to the carrier. Under these circumstances, the claims officer will process the claim and pursue recovery action against the carrier.

The released value of \$1.25 does not apply to ITGBL shipments or to DPM shipments. The released value for ITGBL and DPM shipments is \$.60 cents a pound for based on the weight of the container, e.g., one pound widget destroyed, \$25.00 value, in a 50 pound container - reimbursement is \$25.00.

4. MEMBER'S RESPONSIBILITY TO NOTIFY THE CARRIER OF LOSS OR DAMAGE. The service member or designated representative must list all lost and/or damaged items discovered at the time of delivery on DD Form 1840 provided by the carrier at the time of property delivery. Any damages or loss discovered after delivery must be reported to the local PPTO (or the unit Claims Investigating Officer) on DD Form 1840R within 70 days after delivery of the shipment. Alternatively, the member may directly notify the carrier of any additional loss or damage by mailing, via certified mail -- return receipt requested, the DD Form 1840R directly to the carrier within 75 days after delivery. Failure to provide the completed DD Form 1840R to the PPTO or to directly notify the carrier of all loss or damage within the required time limits may result in denial of any claim.

14002 INCONVENIENCE CLAIMS

1. GENERAL. There is no written requirement for a carrier to honor an inconvenience claim. However, many carriers do honor valid claims, when the delay is clearly the fault of the carrier. An inconvenience claim denied by a carrier will be pursued when the claim is valid, the carrier was at fault, and the delay caused out-of-pocket expenditures by the member.
2. WHEN LATE DELIVERY IS FAULT OF CARRIER. Members should be advised, in cases where the late delivery is the fault of the carrier, of the importance of obtaining receipts for all out-of-pocket expenses incurred on or after the RDD of the shipment in order to properly document the inconvenience claim. When it is extremely difficult or impossible to obtain receipts, a sworn statement should be provided by the member stating that the member certifies the claim to be correct and that the member understands the submission of a false claim is a violation of Federal law. Members should also be cautioned that out-of-pocket costs claimed must be for bona fide necessary expenditures. Care should be exercised by the member to select hotels/motels with rates which are considered reasonable. Further, the purchase cost of tangible household items must be reasonable and relate directly to relieving a definite hardship being suffered by the member and/or family.
3. PREPARATION OF INCONVENIENCE CLAIMS. The PPTO or Coast Guard Claims Investigating Officer should assist members in preparation of their inconvenience claims. The member should submit a claim to the home office of the carrier. The member should be advised, if the claim is denied, to contact the PPTO for assistance in resolving the claim with the carrier.

4. ITEMS WHICH CAN BE INCLUDED IN CLAIM. Reasonable items for inclusion in claims for out-of-pocket expenses incurred due to delayed delivery of HHG include, but are not limited to, the following:
 - a. Additional lodging expenses (hotel, motel) (Rent paid on a dwelling that is intended for long term occupancy should not normally be included) (100% of cost should be claimed);
 - b. Added expenses for food (100% or reasonable cost should be claimed) (Rule of thumb indicates carriers will honor approximately 50% of addition costs for food);
 - c. Added expenses for laundry (100% should be claimed);
 - d. Rental of essential items such as beds, cribs, stove, refrigerator, etc., (100% should be claimed); and
 - e. Any other cost directly attributable to the carrier's failure to pickup or deliver the shipment in accordance with the terms of the GBL or other contractual documents.
5. IF ATTEMPTS TO SETTLE INCONVENIENCE CLAIMS ARE UNSUCCESSFUL.
 - a. When a claim has not been acknowledged within 30 days of the date of submission, the PPTO will forward a letter to the carrier by certified mail, return receipt requested, enclosing a copy of such claim, and asking for status. Any claim which has not been settled within 60 days from the date of submission will be considered as having been denied.
 - b. If attempts of the transportation officer to settle a claim for inconvenience costs are unsuccessful, the files should be forwarded, through command channels, to Commandant (G-PMP-2), U. S. Coast Guard, 2100 2nd St., SW, Washington, DC 20593-001, for action/coordination with Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church, VA 22041-5050. Each claim submitted to Commandant (G-PMP-2), should contain a statement from the transportation officer as to the reasonableness of the claim, date of pickup, RDD and actual delivery date, and receipts for out-of-pocket expenses, plus any other pertinent data in support of the claim.
6. SETTLEMENT OF CLAIM. If the preceding action does not accomplish settlement of the claim, the member may, if desired, seek recourse by civil court action against the carrier.

APPENDIX A

ACRONYMS

ACO	Authorized Certifying Officer
AMC	Air Mobility Command
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
BCMR	Board for Corrections of Military Records
BOA	Basic Ordering Agreement
CBO	Consolidated Booking Office
CERS	Carrier Evaluation and Reporting System
CONUS	Continental United States
CPPSO	Consolidated Personal Property Shipping Office
CWT	Hundred Weight
DITY	Do It Yourself
DTS	Defense Transportation System
DPM	Direct Procurement Method
EPAD	Enlisted Personnel Action Document
ETA	Estimated Time of Arrival
FPOV	Foreign Privately Owned Vehicle
GBL	Government Bill of Lading
IPCOT	In Place Consecutive Overseas Tour
HHG/HHGs	Household Goods
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Office(r)
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JPPSO	Joint Personal Property Shipping Office
JTR	Joint Travel Regulations
LOI	Letter of Intent
MALT	Monetary Allowance In Lieu of Transportation
MARS	Military Affiliate Radio System
MOT	Military Ocean Terminal
MRT	Military Rate Tender
MSC	Military Sealift Command
NTS	Nontemporary Storage
OHA	Outdoor Household Articles
OPLIFT	Opportune Lift
ORDMOD	Order Modification
OTO	One time Only
PAA	Pay Adjustment Authorization (DD Form 139)
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PDRL	Permanent Disability Retired List
PDS	Permanent Duty Station
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
PPCIG	Personal Property Consignment Instruction Guide Worldwide, Vol I and Vol II

COMDTINST M4050.6

PPGBL	Personal Property Government Bill of Lading
PPPO	Personal Property Processing Office
PPSO	Personal Property Shipping Office(r)
PPTMR	Personal Property Traffic Management Regulations (DOD 4500.34-R)
PPTO	Personal Property Transportation Office(r)
RDD	Required Delivery Date
SIT	Storage in Transit
SSN	Social Security Number
TOA	Transportation Officer's Agent
TAC	Transportation Account Code
TAD	Temporary Additional Duty
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Traffic Distribution Record
TDRL	Temporary Disability Retired List
TEMDU	Temporary Duty
TGBL	Through Government Bill of Lading
TO	Transportation Officer
UB	Unaccompanied Baggage
USPOV	United States Privately Owned Vehicle
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation
WCA	Water Clearance Authority